

# **MISSISSIPPI DELTA COMMUNITY COLLEGE**

## **CATALOG/STUDENT HANDBOOK**



**2013 – 2014**

MDCC  
2013 – 2014  
CATALOG/STUDENT HANDBOOK

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P. O. BOX 668  
MOORHEAD, MISSISSIPPI 38761  
662-246-MDCC (6322)  
[www.msdelta.edu](http://www.msdelta.edu)

## **ACCREDITATION**

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
is accredited by / is a candidate for accreditation with the

### **SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES**

to award the Associate of Arts Degree, the Associate of Applied Science Degree, and Certificates  
Contact the Commission on Colleges at  
1866 Southern Lane, Decatur, Georgia 30033-4097  
or call 404-679-4500 for questions about the accreditation of  
Mississippi Delta Community College.

### **ASSOCIATE DEGREE NURSING**

Board of Trustees of State Institutions of Higher Learning  
and  
Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
404-975-5000

### **RADIOLOGIC TECHNOLOGY**

The Joint Review Committee on Education in Radiologic Technology  
20 North Wacker, Suite 2850  
Chicago, IL 60606-3182

### **MEDICAL LABORATORY TECHNOLOGY**

National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Rd., Suite 720  
Rosemont, IL 60018-5119  
773-714-8880

### **DENTAL HYGIENE TECHNOLOGY**

Commission on Dental Accreditation  
American Dental Association  
211 East Chicago Avenue  
Chicago, IL 60611-2678

## **PRACTICAL NURSING**

Mississippi Community College Board  
3825 Ridgewood Road  
Jackson, MS 39211  
601-432-6518

and

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road N.E., Suite 850  
Atlanta, GA 30326  
404-975-5000

## **MEMBERSHIPS**

The American Association of Community Colleges  
The American Association of Community College Trustees  
Mississippi Association of Colleges  
The Mississippi Community/Junior College Association  
The Mississippi Library Association

## **Compliance**

### **Affirmative Action Plan**

The Board of Trustees of Mississippi Delta Community College has adopted a policy that assures that no person in the United States shall, on the basis of race, color, national origin, sex, religion, disability, or age be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity of the College. Further, this applies to any educational or employment opportunity associated with Mississippi Delta Community College. This policy is extended to qualified persons with disabilities and to all program and activities of the College

The above described policy was adopted in response to the regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973.

### **Privacy Rights of Parents and Students**

Mississippi Delta Community College protects the privacy rights of parents and students as dictated by the 1974 General Education Provisions Act and all subsequent revisions.

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the College.

The Director of Admissions and Records will honor a student's written request that his/her official academic record not be released or information contained in his/her record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants, scholarships and loans): name, date, place of birth, address, dates of attendance and major field of study.

Transcripts are released only at the written request of the student.

### **Americans with Disabilities Act**

Mississippi Delta Community College abides by the regulations outlined in the Americans with Disabilities Act of 1990 (ADA). The College does not discriminate against any qualified individual with a disability in regard to employment, transportation, accommodations or telecommunications. This policy incorporates the provisions of the Title VI of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991,

Section 505 of the Rehabilitation Act of 1973; Title 11 of the Civil Rights Act of 1964, as amended, and the Communications Act of 1934.

### **MDCC Non-Discrimination Statement and Contact**

Mississippi Delta Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of race, color, national origin, sex, religion, disability, or age. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Institutional Research, Planning & Effectiveness, Stauffer-Wood Administration Building, P. O. Box 668, Moorhead, MS 38761, 662-246-6558.

## **HISTORY**

Sunflower Junior College was founded in connection with the Sunflower Agricultural High School early in 1926 and the first freshman class was enrolled in September, 1926. The College was fully accredited as a two-year junior college in April, 1928, by the Accrediting Commission of the Senior Colleges of Mississippi. It was admitted to full membership in the Southern Association of Colleges and Schools in December, 1930, and is now a member of the American Association of Community Colleges. The name of the school was officially changed from Sunflower Junior College to Mississippi Delta Junior College at the beginning of the 1960-61 legislative session. On July 1, 1989, the name was once again changed to Mississippi Delta Community College.

Until July 1, 1995, Mississippi Delta Community College was supported by Sunflower, Leflore, Humphreys, Washington, Issaquena, Sharkey, Bolivar, and Coahoma counties. Coahoma County was excluded from the MDCC District during the 1995 session of the Mississippi Legislature. The College's students come not only from these counties, but from many areas, including other states and foreign countries. During the history of the institution, the two superintendents and eight presidents include: B. A. Brady (1911-1913), J. H. Sargent (1913-1918), J. S. Vandiver (1918-1935), P. M. West (1935-1944), W. B. Horton (1944-1966), J. T. Hall (1966-1989), David L. Powe (1989-1992), Bobby Garvin (1992-2001), Larry G. Bailey (2001-2012), Lynda A. Steele, (Interim, 2012 – 2013). Larry J. Nabors (2013 – present).

From its beginning in 1926, the College has achieved distinction among the junior/community colleges of the state. Further, in 2011, MDCC was named by the Aspen Institute, headquartered in Washington, D.C., as being among the top 10 percent of community colleges in the United States. MDCC's alumni are scattered throughout the United States in positions of trust and leadership.



## **MISSION**

It is the philosophy of Mississippi Delta Community College to provide quality educational experiences that include intellectual, academic, career, technical, social, cultural, and recreational learning opportunities, at a nominal cost, to those who qualify for the courses of study and programs offered.

## **GOALS**

The following goals stem from this mission and are stated by the College as commitments to fulfilling the overall role of the institution:

I. To offer academic programs of study which lead to the Associate of Arts Degree and/or meet transfer requirements for those students who plan to complete a degree at a senior college or university.

II. To offer career and technical programs of study which lead to the Associate of Applied Science Degree and/or a certificate, which upon successful completion, will qualify students for entry-level employment in business or industry.

III. To offer health science programs of study which lead to the Associate of Applied Science Degree and/or a certificate, which upon successful completion, will qualify students for entry-level employment.

IV. To provide activities and/or facilities which will foster productive citizenship, enhance personal growth, enrich the quality of life, and promote economic development in the communities served by the College.

V. To provide educational opportunities for business and industries requesting employee skills training and occupational enhancements.

VI. To provide continuing education and adult education for those who wish to extend their education, achieve a general education or associate degree, or to improve their basic educational skills.

VII. To assist students in program identification and design for the attainment of personal, academic, career, and technical goals.

## LOCATIONS

### MOORHEAD

Mississippi Delta Community College is located at Moorhead, Mississippi, near the geographical center of the Mississippi Delta. The city is served by two highways and one railroad; State Highway 3, north and south; U.S. Highway 82, east and west, and the Columbus and Greenville Railway. The Delta Lines operates bus lines through the city affording convenient accessibility to nearby cities of Cleveland, Greenwood, Greenville, Jackson, and Memphis. The campus is located six blocks south of the business district of the city of Moorhead on State Highway 3, at the intersection of Cherry and Olive Streets.

The Moorhead campus of Mississippi Delta Community College covers two hundred and twenty acres on the eastern edge of Moorhead, Mississippi, in Sunflower County and it encompasses 19 principal buildings. State agencies and college authorities, including the local Board of Trustees, continuously strive to provide for the needed physical facilities.

### GREENVILLE

**The Greenville Higher Education Center (GHEC)** opened in January 2001 as a collaborative effort of three state-supported higher education institutions: Delta State University (DSU), Mississippi Valley State University (MVSU), and Mississippi Delta Community College (MDCC). MDCC assumed ownership of the facility in March, 2007 and continues to foster the collaborative environment with GHEC's university partners.

Located south of Greenville, Mississippi, on Highway 1, the three-story facility provides over 75,000 square feet of assignable space. The GHEC houses (18) eighteen classrooms, (2) two distance learning classrooms, (2) two media centers, a multi-purpose room, an instructional resource center, five computer labs, (2) two art classrooms, science labs (nursing, A&P, chemistry, physics, and biology), as well as (35) thirty-five offices.

The College received approval to offer the Associates Degree at the GHEC in 2003 from the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

### INDIANOLA

**The MDCC Charles W. Capps Jr. Technology Center**, a division of Mississippi Delta Community College, provides customized training, education, and skills improvement to new and existing businesses and industries within the MDCC service area. The Capps Center's 30,000 square feet physical plant houses an office wing, a seminar room, food preparation area, and four high bay areas that occupy a total of 8,000 square feet of training space for mechanical, electrical, process and assembly skills. Classroom space, three computer labs, and a distance learning lab complete the accommodations available in the Capps Center.

The Capps Center, opened in 2001, is located in Indianola, Mississippi, on U. S. Highway 82, seven miles west of the Moorhead campus. This location strategically places the Capps Center at the geographical center of the seven-county service area of Mississippi Delta

Community College. A Cleveland native and long time appropriations chairman of the House of Representatives is honored in the naming of the Charles W. Capps Jr. Technology Center.

## **GREENWOOD**

As a result of the continued increase in demand for classes in Greenwood, 20 miles east of the College's main campus, the College entered into a lease agreement for 5,000 square feet of space in downtown Greenwood during the spring 2003 semester to offer classes in academic, technical, work force training, and GED.

Demand for classes increased in Greenwood during the summer of 2005; therefore, the College leased a 10,000 square foot facility at 207 West Park Avenue and began offering classes in the new facility that fall. **The Greenwood Center** offers academic, technical, and GED classes, as well as workforce training sessions.

The College received approval to offer the Associates Degree at the Greenwood Center in 2008 from the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

## **DREW**

**The Drew Center** was opened in the spring of 2006. The Drew Center, located on Main Street, consists of (10) ten classrooms to accommodate academic, nursing assistant, and ABE/GED classes, as well as a library, computer lab, conference room, office space, and rooms for College Center of Learning and I Can Learn Computer Lab.

## **BUILDINGS AND FACILITIES MOORHEAD CAMPUS**

### **INSTRUCTIONAL BUILDINGS**

**The Greer-Stafford Allied Health Building**, named in honor of H. T. Greer, a former member of the Board of Trustees from Sharkey County, and Sam Stafford, a former Vice-President, was completed in 1993. The building houses classrooms and laboratories for Medical Laboratory Technology, Emergency Medical Technology, Medical Radiology Technology, and Licensed Practical Nursing. In 2001, the Dr. Arthur Richter Dental Hygiene Clinic, a 32,000 square feet addition named for the first Director of Dental Hygiene, Arthur Richter, was added to accommodate the Dental Hygiene Technology program.

**The Horton Building** accommodates classrooms, laboratory areas, and two computer labs for teaching Associate Degree Nursing, Business, English, Family & Consumer Sciences, Foreign Language, History, Psychology, Sociology, and General Education II as well as office space for faculty. The building, named in honor of W. B. Horton, a former president, was constructed in 1968.

**The Horton Annex**, constructed in 1955, is the oldest classroom building on campus. Renovated in 1988, the building provided a modern microcomputer laboratory for teaching computer classes. In 2011, the computer classes were relocated to the Stanny Sanders Library; and the building was renovated to house the Trojan Shield, a food-service and gathering space for students.

**The Jack E. Harper Jr. Science Building** is a 26,700 square feet complex housing nine classrooms, eight laboratories, and office space. State-of-the-art technology and laboratories support the instruction of physical sciences, biological sciences, and mathematics classes. Completed in 1998, the building was named in honor of a long time member of the Board of Trustees from Sunflower County, Jack E. Harper, Jr.

**The Yeates Fine Arts Building**, named in honor of Mrs. Mildred Yeates, a former music instructor, was completed in 1973. The building houses classrooms and studios for teaching art, music, and speech. The Joe Abrams Band Hall, Jean Abrams Art Gallery, Merle Tolbert Piano Lab, and M. E. Tharp Auditorium provide space for practice, displays, and performances for the "Spirit of the Delta" Marching Band, the Ambassadors Show Choir, and other special events.

**Tanner Hall**, completed in 1963, has classroom and lab space for classes taught in General Education II, business programs, and Distance Learning. A computer lab was added in 1994. The building is named in honor of E. A. Tanner, former member of the Board of Trustees from Sunflower County. MDCC Campus Police and Bookstore were relocated in Tanner Hall while a new student union is being constructed.

**The Allen-Foley Career-Technical Center** provides classroom and laboratory space for the career and technical programs. The Center, completed in 1977, is named in honor of Otis W. Allen, a former member of the Board of Trustees from Leflore County and Charles Foley, former Dean of the Career-Technical Center. Classroom space was remodeled to house the ABE/GED

program in the Center during 2005. The ABE/GED classroom is named the Dr. Farilyn Bell ABE/GED Classroom in honor of the first director of the ABE/GED program, Dr. Farilyn Bell.

**The Stanny Sanders Library**, a spacious structure featuring vaulted ceilings in the circulation and lobby areas, fulfills the academic needs of students, faculty, and community. The library's computer labs provide access to online databases and provide students with opportunities for researching and keying papers on the same computers through access to all the Microsoft Office products. Copying machines, audio and video cassettes, interlibrary loans, records, a laser printer, and an automated library management system are all available for student use. Named in honor of a former member of the Board of Trustees from Leflore County, Stanny Sanders, the library was constructed in 1972. It has a seating capacity of 482, and also includes a large media center, the College Center of Learning, study rooms, a Business Office Technology lab/classroom, and a Community College Network room.

## **BUILDINGS AND FACILITIES**

**Stauffer-Wood Administration Building** located on the southern perimeter of the main campus was originally a National Guard armory. Renovation was completed in 1997, converting the structure into an 11,000 square foot office and multi-purpose building. In it are the offices of the President; Executive Vice President, Associate Vice President for College Advancement /Director of Foundation; Director of Special Events and Culinary Arts; Alumni; Human Resources; Institutional Research, Planning & Effectiveness; and the Board of Trustees conference room. The building is named in honor of Sherman Stauffer, former business manager and assistant to the president, and Pete Wood, an alumnus and former agriculture teacher.

**The Herman A. Thigpin Cafeteria**, built in 1986, provides 16,000 square feet of food service and dining area. The main dining area seats over 400 students, while a private dining room offers a smaller, quieter area for meetings and luncheons. The building is named in honor of a former long-time science instructor and Academic Dean, Herman A. Thigpin.

**The Boggs-Scroggins Student Services Center** houses the Office of Admissions, the Office of Business Services, the Office of Financial Aid, the Office of Instruction and Enrollment Management, the Office of Student Services, and the Office of Computer and Information Technology Services. Harmon Boggs, a former Dean of Instruction and Miss Nannie P. Scroggins, a former business manager, are honored through the naming of this building.

**The MDCC Law Enforcement Training Academy Range House and Firing Range**, located on the eastern perimeter of the main campus, was completed in 1997. The 4,000 square foot facility provides classroom space and an outdoor firing range.

**The J. T. Hall Coliseum**, named in honor of former president Dr. James Terry Hall, was completed in 1976 and renovated in 2010. The coliseum is a multi-purpose facility which can seat approximately 1,000. Home of the Trojans and Lady Trojans basketball teams, the Coliseum also houses the office of the Athletic Director and offices for coaches. The Sports Hall of Fame Room is located in the J. T. Hall Coliseum and provides meeting space for activities held in the coliseum, as well as, displays for the MDCC Sports Hall of Fame inductees. The Helen Allen Dance Studio is located in the J. T. Hall Coliseum and provides practice and performance space,

for the Delta Dancers. The studio is named in honor of a former Board of Trustee member from Sunflower County.

**The James "Woody" Gray Field House**, completed in 1980, honors the former teacher and coach who lead the Trojans to success as the 1993 National Championship football team. The Field House provides space for athletic department offices, dressing rooms, training rooms, equipment storage, and accommodations for visiting teams.

**The Jim Randall Football Stadium**, named after former head football coach, Jim Randall, was relocated to its present site in 1966. The well-sodden football field is flanked by a 4,000 capacity stadium. A new electronic score board was installed in 2010.

**The Jimmy Bellipanni Baseball Complex** was completed in 1974. Surrounded by a cypress fence, the complex accommodates a batting cage, dugouts, scoreboard, concession stand, rest rooms and bleachers behind home plate. Red sand added to the base lines and around home plate gives the field a professional look in keeping with the facilities. The baseball complex is named in honor of a former long-time coach and Athletic Director, Jimmy Bellipanni.

**The Women's Softball Field**, completed in 1980, features a well-drained, sand in-field with dugouts and scoreboard.

## **HOUSING FACILITIES**

**The Edwards-Stonestreet Men's Dormitory**, located on the eastern boundary of the campus, is a motel-style structure which houses 258 men. The building is named in honor of Lum Edwards, a former county Superintendent of Education, and J. D. Stonestreet, a former mathematics instructor and football coach. The building has recently undergone renovation and reopened for occupancy in the Fall of 2011.

**The Stennis-Penrod Building**, located on the northern edge of Trojan Lake, houses the sleeping quarters for the cadets attending the MDCC Law Enforcement Training Academy; two apartments for the staff of the LETA; and offices for the Director and staff of the LETA. A spacious lobby and an in-house laundry facility provide residents with comfort and convenience. The building is named in honor of Ms. Janie Stennis, a former science teacher, and Mrs. Noble O. Penrod, a former teacher of mathematics.

**The Women's Residence Hall**, completed in 2008, consists of 80 rooms that can accommodate 236 students. The facility has a lobby and recreation area both upstairs and down stairs. Wireless internet access is provided throughout the facility.

**President's Home**, built in 1973 and renovated in 2002, is located on the southeast edge of Trojan Lake and serves as the official residence of the institutional executive officer.

**MDCC Houses and Apartments** provide housing for faculty and staff in seven three-bedroom houses, four three-bedroom duplexes, and four two-bedroom duplexes. Six two-bedroom apartments and seven one-bedroom apartments are included in the Veterans' Building.

## 2013 – 2014 COLLEGE CALENDAR

### 2013 Fall Session

Aug 12	Mon	9:00 – Faculty meeting
Aug 16	Fri	<b>WORKDAY FOR ALL</b> faculty and staff, Move in Day for Dorm Students
Aug 19	Mon	8:00 a.m. – DAY CLASSES BEGIN 6:00 p.m. – EVENING CLASSES BEGIN
Aug 22	Thurs	LAST DAY TO REGISTER OR ADD A COURSE
Aug 26	Monday	e-Learning Classes Begin
Sep 2	Mon	STATE/NATIONAL HOLIDAY Day and Evening classes DO NOT meet
Sep 3	Tues	8:00 a.m. – Classes resume and offices open
Sept 30	Mon	Fall Special Session Begins
Oct 28	Mon	Class Withdrawal period begins
Oct 21 - Nov 21		Student Evaluation of Instruction Priority Registration for <b>HOLIDAY INTERIM</b> and <b>SPRING 2014</b> .
Nov 21	Thurs	Dormitories close
Nov 25 – 28		Fall Break/Thanksgiving
Dec 1	Sun	1:30 p.m. – Dormitories open 5:00 p.m. – Cafeteria opens
Dec 2	Mon	8:00 a.m. – Classes resume and offices open Applications for admission for the spring semester should be on file by this time
Dec 5	Thurs	LAST DAY TO DROP A COURSE OR WITHDRAW FROM SCHOOL
Dec 9	Mon	DAY classes meet regular schedule NIGHT class final exam
Dec 10 - 12	Tues - Thu	FINAL EXAMINATIONS IN ALL CLASSES

Dec 12	Thurs	4:00 p.m. – Dormitories close All grades due (except for Thursday night classes) Fall Special Session Ends
Dec 13	Fri	<b>WORKDAY FOR ALL</b> 8:00 a.m. – Thursday night class grades due in Office of Admissions and Records
Dec 16 – Jan 5		<b>HOLIDAYS</b>
<b>HOLIDAY INTERSESSION</b>		
Dec 13	Fri	Holiday Intersession Begins
Jan 9	Thurs	Holiday Intersession Ends & Final Examination
Jan 10	Fri	8:00 a.m. – Grades due for Holiday Intersession
<b>2014 Spring Session</b>		
Jan 6	Mon	8:00 a.m. – Offices open
Jan 10	Fri	<b>WORKDAY FOR ALL</b> 1:30 p.m. – Dormitories open for occupancy 5:00 p.m. – Cafeteria opens
Jan 13	Mon	eLearning Classes begin 8:00 a.m. – Day Classes Begin 6:00 – Evening Classes Begin
Jan 16	Thurs	<b>LAST DAY TO REGISTER OR ADD NEW COURSE</b>
Jan 16	Thurs	Dormitories close
Jan 20	Mon	<b>STATE/NATIONAL HOLIDAY</b> 1:30 p.m. – dormitories open for occupancy 5:00 p.m. – Cafeteria opens Evening classes DO NOT meet
Jan 21	Tues	8:00 a.m. – Classes resume and offices open
Feb 24	Mon	Spring Special Term Begins
Mar 6	Thurs	Dormitories close
Mar 10 – 13		<b>SPRING HOLIDAYS</b>



Mar 16	Sun	1:30 p.m. – Dormitories open 5:30 p.m. – Cafeteria opens
Mar 17	Mon	8:00 a.m. – Classes resume and offices open
Mar 31	Mon	Class withdrawal begins
Mar 31 – April 10		Priority Registration for Returning Students
April 15	Tues	Registration begins
May 1	Thurs	<b>LAST DAY TO DROP A COURSE OR WITHDRAW FROM SCHOOL</b>
May 5	Mon	MONDAY DAY classes meet regular schedule
May 6 – 8	Tues-Thurs	Final Examinations in <b>ALL</b> classes
May 7	Wed	10:00 a.m. – Lineman Graduation 1:30 p.m. – Graduation Practice for Health Science MDCC Coliseum
May 8	Thurs	10:00 a.m. – Health Sciences Pinning/Graduation MDCC Coliseum 12:00 p.m. – Grades for Graduating Sophomores due in Office of Admissions & Records 1:30 p.m. – Graduations Practice for Academic & C/T MDCC Coliseum 4:00 p.m. – Dormitories close
May 9	Fri	<b>WORKDAY FOR ALL</b> 9:00 a.m. – Grades due in Office of Admissions 11:00 a.m. – Academic & Career/Tech Graduation MDCC Coliseum
June 20	Fri	LETA Graduation
June 24	Tues	10:00 a.m. – Orientation for Career/Technical and Health Sciences
June 26	Thurs	10:00 a.m. – Orientation for Academics
June 27	Fri	GED Graduation
July 10	Thurs	10:00 a.m. – MLT/PN Pinning
July 22	Tues	Orientation

**SUMMER INTERSESSION**

May 12	Mon	Summer Intersession Begins
May 22	Thurs	Exams for Summer Intersession

**eLEARNING SUMMER**

June 2	Mon	eLearning Summer Begins
July 25	Fri	eLearning Summer Ends

**SUMMER 1**

June 2	Mon	Summer One Begins
June 18	Wed	Exams for Summer One

**SPECIAL SUMMER 1**

June 2	Mon	Special Summer 1 Begins
July 2	Wed	Exams for Special Summer 1

**SUMMER 2**

June 19	Thurs	Summer 2 Begins
July 8	Tues	Exams for Summer 2

**SPECIAL SUMMER 2**

July 7	Mon	Special Summer 2 Begins
Aug 6	Wed	Exams for Special Summer 2

**SUMMER 3**

July 9	Wed	Summer 3 Begins
July 28	Mon	Exams for Summer 3

## STUDENT COSTS

### STUDENT FEES

Mississippi Delta Community College is a public tax-supported institution. The fees and costs in all departments of the college are set on a semester basis. Statements showing unpaid balances on student accounts are mailed to the student at least twice a semester. It shall be the responsibility of the student to see that all bills are paid promptly.

Each dormitory student must purchase a meal ticket. The student's id will be activated for the cafeteria upon payment of board. For those students who plan to live in the dorm at MDCC, you must have a valid Mississippi Delta Community College ID card. Please remember that your ID card will be used as your meal ticket. Check the MDCC web-site for additional information. Students not holding an activated id card for meals for the current boarding period will be required to pay the cafeteria cash for their meals until the id is activated.

So far as possible, the living expenses will not exceed the amounts listed below; however, MDCC reserves the right to make fee increases in the event it becomes necessary.

#### Students Costs – Full Time Students:

Tuition fee, per semester.....	\$1,225.00
Housing Fees (Room & Board) per semester .....	\$1,370.00
Out-of-State fee per semester.....	\$804.00

#### Law Enforcement Tuition & Fees:

Ten-Week Basic Course .....	\$3,000.00
Three-Week Basic Refresher Course.....	\$675.00

#### Commuting Student --- in-state:

Total cost per semester.....	\$1,225.00
Total cost per year.....	\$2,450.00

#### Dorm Student, parent in-state resident:

Total cost per semester.....	\$2,595.00
Total cost per year.....	\$5,190.00

#### Commuting Student --- out-of-state resident:

Total cost per semester.....	\$2,029.00
Total cost per year.....	\$4,058.00

#### Dorm Student, parent out-of-state resident:

Total cost per semester.....	\$3,399.00
Total cost per year.....	\$6,798.00

Other Costs:

Off Campus Fee per credit hour.....	\$25.00
VCC Fee per credit hour.....	\$25.00
Room Reservation Fee-Non Refundable .....	\$75.00
Part-time tuition fee.....	\$110.00

For holders of MDCC identification card:

Breakfast per meal.....	\$4.75
Lunch per meal.....	\$5.50
Dinner per meal.....	\$5.25

Non Resident Fee – For students whose parents or guardians are not legal residents of the State of Mississippi, there is a nonresident tuition fee of \$804 per semester. This fee is included in the above fees above.

House Bill No. 524 which became effective July 1, 2005 provides the following:

The residence of a person less than twenty-one years of age is that of the father, the mother or a general guardian duly appointed by a proper court in Mississippi. If a court has granted custody of the minor to one (1) parent, the residence of the minor is that of the parent who was granted custody by the court. A student who has been a secondary school student in Mississippi for not less than the final four (4) years of secondary school attendance shall not be required to pay out-of-state tuition.

Part-Time Tuition – A tuition charge of \$110 per semester hour will be made for all students enrolled for less than twelve semester hours. Part-time students are entitled to course privileges only.

Other Fees:

Return Check Fee.....	\$20.00
Transcript.....	\$10.00
Duplicate Student Activity Card (ID).....	\$25.00
Vehicle Registration.....	\$20.00

To view the current fee payment schedule, go to the MDCC website, [www.msdelta.edu](http://www.msdelta.edu), and click on Business Office.

## **POLICY FOR REDUCTION OF INSTITUTIONAL CHARGES**

Reduction of institutional charges are based on total charges and not on the amount paid by the student. A student who officially withdraws from the college, may obtain a reduction of college fees as follows:

1. Matriculation Fee:

100% if official withdrawal is made within the first two weeks

No refund if enrollment extends two weeks beyond the opening date

2. Club dues are non-refundable

3. Board: No deduction made for an absence of less than one week
4. Dorm room rent is non-refundable
5. Students with absences resulting in missing over 10% or a special session or a summer session will not receive a refund.

### **PELL GRANT REFUNDS**

Pell grant refunds will be placed on debit cards around the 9<sup>th</sup> week of school.

### **PRO RATA REFUND PROCEDURE**

Students on financial aid will not receive refunds until funds representing awards have been applied back to the respective accounts. All refunds will be returned to programs on the prorated basis and according to the components of the financial aid package. All refunds will be made in the following priority order:

1. Federal Sources (FSEOG, Pell, Work-study)
2. State Sources (LEAP, MTAG, MESG, Help, Critical needs, William Winter)
3. Other Sources of Aid
4. To the student withdrawing

Financial aid is considered to be used first for direct educational costs – tuition, fees, room, and board, if in the MDCC dorm. During the first 60% of the semester, a student earns Title IV funds in direct proportion to the length of time he or she remained enrolled. That is the percentage of time during the semester that the student remained enrolled is the percentage of disburseable aid for that semester that the student earned. A student who remains enrolled beyond the 60% point of the semester earns all aid for that semester. Therefore, the student is eligible for a refund, if the award is in excess of the charges.

## STUDENT FINANCIAL AID

Mississippi Delta Community College (MDCC) offers a comprehensive program of financial aid to assist students in obtaining a college education. To be eligible for federal and/or state financial aid or an institutional scholarship, a student must be enrolled in courses which can be applied toward a college degree or certificate (A.A., A.A.S., or Career certificate.) The Free Application for Federal Student Aid (FAFSA) is the foundation for all financial aid at MDCC. Students applying for federal, state, and institutional aid (including Foundation Scholarships) at MDCC should first apply for federal financial aid.

### AID TYPES

#### *FEDERAL PROGRAMS*

APPLY ON-LINE AT [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (MDCC school code – 002416)

Students applying for multiple types of financial aid should be aware that total financial aid award packages which include Title IV aid and/or state funded aid and/or institutional aid may not exceed the cost of education or the financial need of the individual student as determined by the needs analysis document (FAFSA).

The **Federal Pell Grant** is available to the student pursuing a first under-graduate degree or certificate who demonstrates exceptional financial need. A student who has earned a baccalaureate degree or first professional degree is not considered to be an undergraduate and cannot receive a Pell grant. You are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If you have exceeded the 12-semester maximum, you will lose eligibility for additional Pell Grants beginning July 1, 2012. Equivalency is calculated by adding together the percentage of your Pell eligibility that you received each year to determine whether the total amount exceeds 600%. The Student Aid Report (SAR) from the Free Application for Federal Student Aid (FAFSA) is used by the financial aid administrator to determine eligibility for this grant. Minimum awards and maximum awards are established by the federal government. (Example: \$574-\$5645 per year for 2013-2014). The Federal Pell Grant is an entitlement program and once final eligibility is established the award is the base for all other financial aid. The eligible student must maintain Satisfactory Academic Progress for continuation. The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). MDCC school code is 002416. Help is available for students online or by calling the Federal Student Aid Information Center (FSAIC) at 1-800-4-FED-AID (1-800-433-3243).

The **Federal Supplemental Educational Opportunity Grant (FSEOG)** is available to a limited number of undergraduate students who demonstrate substantial financial need. The SAR from the FAFSA is used by the financial aid administrator to determine eligibility for this grant; typically \$200 – \$1,000 per year. Priority consideration is given to the full-time student with demonstrated need. The eligible student must maintain

Satisfactory Academic Progress for continuation. An additional FSEOG application must be completed by August 1 to receive priority consideration. The FSEOG application is available on the web at [www.msdelta.edu](http://www.msdelta.edu) under Financial Aid/Applications and Forms.

The **Federal Work-Study Program** provides part-time, on-campus employment to eligible students. The SAR from the FAFSA is used by the financial aid administrator to determine eligibility for this work-study program. Depending on need, an eligible student may earn from \$750-\$1800 per year by working up to ten hours per week on campus. The eligible student must maintain Satisfactory Academic Progress for continuation.

### ***OTHER FINANCIAL AID OPPORTUNITIES***

**Veterans Educational Services.** Mississippi Delta Community College is an approved institution for providing educational training for veterans. Designated members of the administrative staff serve as veterans' advisors and offer assistance in handling problems pertaining to their respective training programs.

Any change in status from the last certification to the Veterans Administration will be reported promptly to the VA. Reports of unsatisfactory progress, drops, or withdrawals will be made to the Veterans Administration within thirty days. Before a veteran can be certified for benefits, the veteran's advisor must have copies of transcripts on file from every college attended. A transfer student will be evaluated on previous credit earned under the guidelines listed below.

In order for a veteran to continue to receive benefits, he/she must maintain satisfactory standards of progress. A veteran is not making satisfactory progress when his/her quality-point average drops below a 2.00. When the quality-point average drops below a 2.00, he/she is automatically placed on probation for benefits and is allowed two additional semesters to pull his/her cumulative up to a 2.00 or be placed on suspension for veterans' benefits. A part-time student receiving VA benefits must pass at least half of their course work and maintain a 2.00 cumulative quality-point average or higher. A part-time student receiving VA benefits will be allowed two additional semesters to pull his/her cumulative average up to a 2.00 or be placed on suspension for VA benefits.

**MDCC does not participate in any type of loan program including the Federal Family Education Loan Program.**

### ***STATE FINANCIAL AID***

APPLY ON-LINE AT [www.riseupms.com](http://www.riseupms.com)

Students applying for multiple types of financial aid should be aware that total financial aid award packages which include Title IV aid and/or state funded aid and/or institutional aid may not exceed the cost of education or the financial need of the individual student as determined by the needs analysis document (FAFSA). State-funded financial aid may be available to first-time students who are enrolling at MDCC for the

spring semester. For more information and applications for the following state programs, contact Mississippi Student Financial Aid, 3825 Ridgewood Road, Jackson, MS 39211-6453, call 1-800-327-2980 or visit [www.riseupms.com](http://www.riseupms.com).

The **Mississippi Resident Tuition Assistance Grant (MTAG)** offers up to \$500 per year for eligible students who are residents of Mississippi and do not qualify for a full Pell Grant. The SAR from the FAFSA is used by the Mississippi Office of Student Financial Aid to determine eligibility for this grant. Eligible students should have a high school grade point average of 2.5 and a minimum ACT score of 15. Other eligibility criteria may apply. Interested students should apply on-line at [www.riseupms.com](http://www.riseupms.com). **DEADLINE - SEPTEMBER 15.**

The **Mississippi Eminent Scholars Grant (MESG)** offers up to \$2500 per year (not to exceed the actual tuition) for students who are residents of Mississippi with a high school grade point average of 3.5 and a minimum ACT score of 29. Other eligibility criteria may apply. The Free Application for Federal Student Aid (FAFSA) is not used to determine eligibility for this grant; however, MESG recipients may also be eligible for MTAG (see MTAG criteria). Interested students should apply on-line at [www.riseupms.com](http://www.riseupms.com). **DEADLINE - SEPTEMBER 15.**

The **Higher Education Legislative Plan (HELP)** provides full tuition to qualified, college-bound Mississippi residents who meet certain eligibility criteria. The SAR from the FAFSA is used by the Mississippi Office of Student Financial Aid to determine eligibility for this grant. Interested students should review the full criteria available at [www.riseupms.com](http://www.riseupms.com) and apply on-line. **DEADLINE – MARCH 31.**

### ***MDCC SCHOLARSHIPS***

**TO BE ELIGIBLE TO RECEIVE ANY SCHOLARSHIP FUNDS, YOU MUST COMPLETE THE FAFSA AND HAVE THE RESULTS SENT TO MDCC. You can do this by applying on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and entering MDCC's school code (002416).**

Limited funds are available for institutional scholarships and MDCC strives to provide eligible scholars with funds to cover as much of the actual costs as possible. Students applying for multiple institutionally funded scholarships should be aware that certain institutional scholarships cannot be combined. In some cases, when combined with other aid (federal and state and other institutional), the actual amount of one or more scholarships may be reduced or rescinded. The individual scholarship descriptions will provide specific information regarding "stacking" institutional scholarships. Scholarship eligibility is established based on the published deadline. The student who achieves the academic criteria for an institutional scholarship after the beginning of an academic year may apply for institutional scholarships for the next academic year. The student who will be attending MDCC for the first time in the spring semester may apply for institutional scholarships for the following academic year.



**PRESIDENTIAL SCHOLARSHIP.** Must have an ACT score of 25 (minimum) and be a first-time entering freshman or transfer. Limited scholarships are available for full-time students who meet these academic requirements, who have **not** completed the requirements for an associate degree or a bachelor's degree. **STUDENTS MUST BE MISSISSIPPI RESIDENTS.** The Presidential Scholarship for the on-campus student may be up to full tuition and room/board (a book allowance is not included). The Presidential Scholarship award for the off-campus student may be up to full tuition and a \$1200 annual book allowance. This scholarship is renewable up to four consecutive fall/spring semesters. Off campus fees and VCC fees are not covered by this scholarship. To remain eligible, the student must be enrolled in and complete no less than 15 credit hours per semester with a minimum 3.0 GPA. Failure to do so will result in the loss of the scholarship. There is no appeal process for this scholarship. The Free Application for Federal Student Aid (FAFSA) is not used to determine eligibility for this scholarship; however, Presidential scholars may also be eligible for other types of financial aid. In some cases, when combined with other aid (federal and state and other institutional), the actual amount of the Presidential or other scholarship(s) may be reduced or rescinded. **Applicants are required to apply for federal and state financial aid.** Maximum Award - up to the published cost of tuition, room and board. Minimum Award - \$400.00/year. Maximums and minimums are subject to change based on availability of funds and other financial aid eligibility. Scholarships are subject to the availability of funds.

**DEAN'S SCHOLARSHIP.** Must have an ACT score of 18-24 and be a first-time entering freshman or transfer. Limited scholarships are available for full-time students who meet these academic requirements, who have **not** completed the requirements for an associate degree or a bachelor's degree. **STUDENTS MUST BE MISSISSIPPI RESIDENTS.** This scholarship provides full tuition and is renewable up to four consecutive fall/spring semesters. Off campus fees and VCC fees are not covered by this scholarship. To remain eligible, the student must complete 15 credit hours per semester with a minimum 3.0 GPA. Failure to do so will result in the loss of the scholarship. There is no appeal process for this scholarship. The Free Application for Federal Student Aid (FAFSA) is not used to determine eligibility for this scholarship; however, Dean's scholars may also be eligible for other types of financial aid. In some cases, when combined with other aid (federal and state and other institutional), the actual amount of the Dean's or other scholarship(s) may be reduced. **Applicants are required to apply for federal and state financial aid.** Maximum Award - up to the published cost of tuition. Minimum Award - \$200.00/year. Maximums and minimums are subject to change based on availability of funds and other financial aid eligibility. Scholarships are subject to the availability of funds.

**ACTIVITY SCHOLARSHIP.** Based on talent and need. Scholarship amounts vary depending on the activity. These scholarships are renewable up to four consecutive fall/spring semesters. Unless otherwise stated, the student must maintain a 2.0 or higher grade point average and complete full-time enrollment (minimum 15 earned credit hours) each semester to continue receiving an activity scholarship. Applicants are required to complete the Free Application for Federal Student Aid (FAFSA) [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In

some cases, when combined with other aid (federal and state and other institutional), the actual amount of the Activity or other scholarship(s) may be reduced or rescinded. Out of state students may not receive a scholarship greater than that which could be awarded to a Mississippi resident. Maximum Award - up to the published cost of tuition, room and board. Minimum Award - \$400.00/year. **OUT OF STATE TUITION WILL NOT BE COVERED BY ANY ACTIVITY SCHOLARSHIP.** Maximums and minimums are subject to change based on availability of funds and other financial aid eligibility. A limited number of Activity Scholarships are available for each sponsored activity (Band, Dance, Cheer, Ambassadors, etc.) Deadline - based on tryout date.

Students interested in applying for an Activity Scholarship should contact the sponsor or department for an application. More information about clubs, organizations and activities is available in Section II - Student Life.

**FOUNDATION SCHOLARSHIPS.** Final Application deadline: April 1. The Online Scholarship Application is available on the MDCC website. All applicants for Foundation Scholarships must apply for federal financial aid by completing The Free Application for Federal Student Aid (FAFSA). Apply on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Enter school code 002416.

**ATHLETIC GRANT-IN-AID.** Based on ability and need. Athletic grant-in-aid is available for baseball, basketball (men & women), football, and women's softball. This grant-in-aid is renewable up to four consecutive fall/spring semesters. To remain eligible, the student must maintain a 2.0 or higher grade point average and complete full-time enrollment (minimum 12 earned credit hours) each semester. Applicants are required to complete the Free Application for Federal Student Aid (FAFSA). Maximum and minimum awards are subject to guidelines established by the Mississippi Association of Community and Junior College (MACJC) and the National Junior College Athletic Association (NJCAA). Deadline - based on tryout date. Contact the MDCC Athletic Department for tryout information.

**COLLEGE WORK -STUDY.** Fully funded by the institution, the college work-study program provides part-time, on-campus employment to eligible students. Eligible students are required to complete the Free Application for Federal Student Aid (FAFSA). The SAR from the FAFSA is used by the financial aid administrator to determine eligibility for this institutional work-study program. An eligible student may earn from \$750-\$1800 per year by working up to ten hours per week on campus. The eligible student should maintain a 2.0 or higher grade point average and complete full-time enrollment (minimum 12 earned credit hours) each semester.

## DEADLINES

MDCC will accept and process financial aid applications throughout the school year; however, students planning to attend MDCC in the fall semester are encouraged to apply for financial aid early and provide the documents requested. The earlier that you apply for financial aid and provide all documents requested will allow the Financial Aid Office time to process your aid in a timely manner. The priority deadline is **August 1**.

**IMPORTANT: Applying for financial aid is an annual process.**

## MID-YEAR TRANSFER STUDENTS

Transfer Students may go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and ADD the MDCC college code (002416) or call 1-800-4FEDAID (433-3243) and ask to ADD the MDCC college code (002416).

Also, if you previously received state financial aid (including MTAG, MESG), you should go online to [www.riseupms.com](http://www.riseupms.com) and change your school to MDCC (002416).

## CHECK YOUR AID STATUS\*

***NOTE: First-time students must be fully admitted before being able to access the Financial Aid Status module of the website. Contact the MDCC Admissions Office at 662/246-6306 for admissions requirements.***

The link for checking Financial Aid Status is [www.msdelta.edu](http://www.msdelta.edu)

- ☐ Click on My Banner
- ☐ Click on My Banner log-in
- ☐ Click on Enter Secure Site
- ☐ Enter User ID
- ☐ Click on Financial Aid

Instructional Video on how to check your financial aid is available at [www.msdelta.edu](http://www.msdelta.edu). Go to quick links – financial aid.

**\*IMPORTANT – All students should regularly check their MDCC Student email account. Most notifications will be sent via email.**

## **HOW TO APPLY FOR FINANCIAL AID AT MDCC**

### **2013-2014 FINANCIAL AID CHECKLIST\***

***\*The priority date to complete the FAFSA and submit all required paperwork is August 1, 2013.***

- **Apply for admission/readmission to MDCC.**  
All applicants must meet admission requirements to receive financial assistance. All previously attended accredited college transcripts must be submitted for financial aid purposes. *(Students must be admitted and currently enrolled in a degree-granting or certificate program.)*
- **Complete the 2013-2014 Free Application for Federal Student Aid (FAFSA).**
  - Apply for a Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov).  
  
All students must obtain a PIN. In addition, if the student is dependent, one parent must also obtain a PIN. The PIN can be used for subsequent school years. You will use your PIN to sign the FAFSA electronically.
  - Complete the online FAFSA application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).  
  
Include MDCC's school code – **002416**. You must sign the FAFSA with a PIN and then submit. Dependent students must have their parents sign with their PIN also.
- **Waiting Period.**  
  
The federal processor sends results to MDCC if the school code is listed on the FAFSA usually within 5 to 7 business days. A Student Aid Report (SAR) is also sent to the student. Review the SAR for accuracy and be sure MDCC is listed as a college to receive your information.
- **Respond promptly to the MDCC Financial Aid Office (FAO).**  
  
If additional information is needed, the student will receive an email on their MDCC student email account from the FAO indicating the item(s) needed. This information is also posted on the student's My Banner account. Click on Unsatisfied Requirements. Submit the requested information as soon as possible. *(The priority date for Fall is August 1 and Spring is December 1. Paperwork received after the priority date may not be completed by the beginning of the Fall/Spring Semester.)*

- **To determine if a file is complete.**

If all requirements are satisfied and aid has been awarded, an award notification letter will be emailed to the student's MDCC email account indicating that they have been awarded. Award information is posted on the student's My Banner account. It is the responsibility of the student to check their financial aid status regularly on their My Banner account. Instructions can be found at [www.msdelta.edu](http://www.msdelta.edu). Go to Quick Links – Financial Aid. Click on Status. There is also an instructional video on the main Financial Aid page.

- **Maintain Satisfactory Academic Progress (SAP).**

Students receiving any form of financial aid from MDCC will be expected to maintain satisfactory academic progress toward their degree objective. The Satisfactory Academic Policy can be found on our website in our catalog and also under Financial Aid Policies.

- **Need additional information.**

Please visit [www.msdelta.edu](http://www.msdelta.edu), Quick Links, Financial Aid or contact 662-246-6263.

## **POLICIES**

### **MDCC SCHOLARSHIP POLICY**

**Institutional and Foundation scholarships are all subject to a maximum yearly amount. The amounts vary and are clearly stated in each scholarship description. Under no circumstances would a combination of all scholarships awarded (from all sources, excluding Pell) exceed the maximum yearly amount not to exceed the actual cost of tuition, room and board. Scholarships are subject to the availability of funds.**

1. This scholarship policy will be the same for entering freshmen and transfer students.
2. Scholarship applicants will be required to complete the federal financial aid application (FAFSA). The FAFSA must be submitted and all requested documents submitted to the Financial Aid Office prior to the 1<sup>st</sup> day of class. The priority deadline for the FAFSA is August 1.
3. Meet all MDCC department application guidelines, deadlines and defined criteria.
4. If the minimum academic (GPA) requirement of the academic and/or activity scholarship is not met, **institutional** scholarship recipients (excluding Athletic Scholarships) will no longer be eligible.
5. If the full-time enrollment requirement of the academic and/or activity scholarship is not met, scholarship recipients will forfeit their scholarship and will no longer be eligible.

6. The maximum institutional scholarship award will not exceed actual tuition, room & board. Not all scholars will be eligible for the maximum scholarship.
7. All available federal funds will be applied first, afterwards the institutional awarded funds will then be applied. Likewise, MDCC reserves the right to limit institutional scholarship awards to a minimum of \$200 per award year based upon FAFSA determined need. (Note: *All institutional awards are to be deemed non-refundable by their nature.*)
8. Institutional scholarships cannot be applied toward summer school tuition, fees, or textbooks.
9. This scholarship policy does not apply to athletes as all athletes must comply with the academic and enrollment requirements established by the MACJC and NJCAA.

### **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY**

Students receiving any form of Federal Student Aid from Mississippi Delta Community College will be expected to maintain satisfactory academic progress (SAP) toward their program objective. Failure to achieve satisfactory academic progress will result in the termination of your Federal Financial Aid.

Federal Student Aid consists of:

- Pell Grant
- College Work-Study
- SEOG

**Satisfactory progress will be measured according to the following criteria: Students must pass a minimum percentage of all courses attempted and must maintain a minimum cumulative GPA (grade point average) as calculated by the Registrar's Office as shown below:**

<b>Hours Attempted -Cumulative</b>	<b>Minimum Required GPA- Cumulative</b>	<b>Percentage of Hours Passed- Cumulative</b>
<b>0 - 32</b>	<b>1. 50</b>	<b>50%</b>
<b>33 or more</b>	<b>2. 00</b>	<b>67%</b>
<b>96</b>	<b>Generally Not Eligible</b>	<b>Generally Not Eligible</b>

**Complete the educational program (major) within 150% of the published length (according to the MDCC Catalog). For example, a major or program requiring 64 hours for a degree allows a maximum of 96 attempted hours (64 hours x 150% = 96). Once a student exceeds 150% of hours needed to complete the degree, he or she will no longer be eligible for Federal Financial Aid.**

**Transfer hours from other colleges** - A student's entire academic record will be evaluated to determine eligibility for financial aid, regardless of whether financial aid was received for all semesters. Official transcripts from all previous colleges must be forwarded to the admission office and evaluated for transfer credits and SAP before eligibility for Federal Student Aid can be determined. Transfer credits passed from other colleges that are placed on the MDCC academic transcript will be included as hours attempted, hours earned, and in the GPA calculation. Transfer credits will be subject to the same SAP standards as institutional credits and a SAP status will be assigned to the transfer student as calculated according to this policy, prior to the transfer student's first semester of enrollment.

**Effective date of this policy** - This policy will be effective beginning with the Fall 2011 term. SAP for summer term 2011 and fall 2011 term will be checked at the end of the fall 2011 term using this policy. For terms beginning after the end of the fall 2011 term, SAP will be checked at the end of each term.

**Exceeding the maximum hours that may be attempted** - Students not meeting SAP requirements due to exceeding the maximum hours attempted, generally 96 credit hours, will be placed on Financial Aid Suspension and are no longer eligible for Federal Student Aid.

**Financial Aid Warning** - Students not meeting SAP due to not passing the percentage of hours attempted or earning the minimum GPA requirements at the end of the semester will be placed on Financial Aid Warning for the next semester. Students on Financial Aid Warning may continue to receive Federal Student Aid for one more semester. If the student does not meet SAP at the end of the next semester, the student will be placed on Financial Aid Suspension and is no longer eligible for Federal Student Aid.

**Financial Aid Suspension** - Students on Financial Aid Suspension are no longer eligible for Federal Student Aid. The student may pay out of pocket and attempt to get back into compliance with the SAP requirement or the student may appeal the suspension if there were any extenuating circumstances that prevented them from meeting the SAP Requirements. See How to Appeal Financial Aid Suspension below for more information.

**Financial Aid Probation** – Students on Financial Aid Suspension and who have an appeal approved will be placed on Financial Aid Probation and will be eligible for Federal Student Aid for one semester. At the end of the semester, the student must be meeting SAP requirements. Students who fail to meet the conditions of their appeal will be placed on Financial Aid Suspension.

Below is a chart that demonstrates the pace of progression a student must maintain to ensure completion within the maximum time frame:

After Attempting This Many Hours-Cumulative	Percentage of Hours Attempted That Must Be Passed-Cumulative	At Least This Many Hours Must Be Passed-Cumulative	Minimum Cumulative GPA Must Be At Least
6	50%	3	1.50
12	50%	6	1.50
19	50%	9	1.50
24	50%	12	1.50
32	50%	16	1.50
33	67%	23	2.00
48	67%	33	2.00
63	67%	43	2.00
75	67%	51	2.00
84	67%	57	2.00
95	67%	63	2.00
96	Generally not eligible	Generally not eligible	Generally not eligible

If your program of study requires more than 64 credit hours earned for a degree to be conferred, according to the MDCC catalog, the maximum number of hours you may attempt will be the number of hours required by the MDCC Catalog multiplied by 150%. You will still need to pass at a minimum 67% of all work attempted and maintain a 2.00 minimum GPA to be eligible for Federal Student Aid.

**Withdrawals:** Withdrawals (W-Grade) for classes attempted at MDCC will count as hours attempted.

**Remedial Classes:** Developmental studies classes will be treated the same as regular classes.

**Incomplete Courses:** Grades of incomplete remain an I for a period of one year. At that point, if the course has not been completed and a grade recorded, then the I becomes an F.

**Repeat Courses:** Repeat courses will count as hours attempted but only once in hours earned, if the student passes the course, then only the highest grade on the repeated courses will be included in the GPA calculation.

**NOTE:** *If you have been academically dismissed or placed on academic suspension and wish to appeal that status, you should contact the Office of Admissions for instructions. Completing an appeal of Financial Aid Suspension will not correct your academic standing. Likewise, being readmitted through the Admissions Office will not automatically remedy your Financial Aid Suspension.*



**Notification of Ineligibility:** Attempts to notify all students by mail and/or email to their MDCC email account will be made; **However all students will be responsible for checking their “My Banner” account at [www.msdelta.edu](http://www.msdelta.edu) to see their official status.**

**How to Appeal Financial Aid Suspension:** Any student being denied Federal Student Aid due to not meeting SAP requirements may appeal if some extenuating circumstance such as illness of student, severe injury of student, death of close relative of student or other extenuating hardship such as lack of transportation, incarceration of student, military service, or other circumstance determined by the Financial Aid Director or Appeals Committee as extenuating.

Appeals will be considered on their own merit. Appeals may be denied. Students will be notified by regular mail. Appeals will generally be reviewed within 45 days after receipt. Appeals received after the appeal deadlines for each semester will generally be effective for the subsequent term. See the appeal form for the deadlines.

**How to file an appeal:**

Submit your appeal on the “Satisfactory Academic Progress Appeal” form. The form is available in the MDCC Financial Aid Office or at [www.msdelta.edu](http://www.msdelta.edu) under “Financial Aid”, “Applications/Forms”.

You must explain the reason why you failed to maintain SAP and explain what has changed in your situation that will allow you to demonstrate that you can make SAP at the end of the next term, if your appeal is approved. Attach any additional documentation such as accident reports, physician’s statements, third party affidavits, etc. you may have.

Appeals and other documentation may be delivered in person, by mail, by email, or by fax to the MDCC Financial Aid Office. Include your Banner ID number, your social security number and your complete name on your appeal.

**Mississippi Delta Community College**

**Financial Aid Office**

**P. O. Box 668**

**Moorhead, MS 38761**

**Fax Number: 662-246-6328**

**[financialaid@msdelta.edu](mailto:financialaid@msdelta.edu)**

Each appeal will be considered on its own merit. The Appeals Committee will review the appeal and the financial aid office will respond to the student within 30 working days. You may also check the status of your appeal on your “My Banner” account at [www.msdelta.edu](http://www.msdelta.edu). Appeals are limited to one per student except in extreme extenuating circumstances. All appeals with the exception of the maximum credit appeal will be granted for one semester only and the student will be reviewed for satisfactory academic progress at the end of that semester before being granted financial aid for additional semesters. The maximum credit appeal, if granted, will allow the student to complete the

program of study that they are enrolled in as long as they are making satisfactory academic progress.

### **RETURN OF TITLE IV POLICY**

*Special rules apply when students withdraw after receiving Title IV financial aid for the term from any of the following programs:*

#### ***Federal Pell Grant Federal Supplemental Educational Opportunity Grant (SEOG)***

The Higher Education Amendments of 1998 define “withdrawal” as failure to complete the period of attendance on which federal aid eligibility was based. Therefore, this policy affects not only those individuals who complete the formal withdrawal notification process, but also those students who simply stop attending class (unofficial withdrawal). The last date of attendance recorded will be used for unofficial withdrawals. In either case, when a recipient of Title IV funds ceases attendance during a term, the college must calculate how much was earned by the student.

These rules are federally mandated and the amount of aid a student has earned for the enrollment period is based on the length of time the student remains enrolled for that period. The Financial Aid Office determines the percentage of the term completed by dividing the number of calendar days completed as of the date of withdrawal by the total number of calendar days in the term. If withdrawal occurs on or before 60 percent of the term has elapsed, the percentage of federal aid earned is equal to the percentage of the term completed. However, 100 percent of federal aid is earned if the date of withdrawal occurs after 60 percent of the term has elapsed.

Mississippi Delta Community College will return all unearned Title IV Funds to the Department of Education and the business office will charge the student’s account for the unearned amount.

### **VERIFICATION POLICY**

Verification is the process established by the Department of Education to check the accuracy of aid applications. Students are selected randomly and based on certain criteria. The Department of Education randomly selects approximately 30 percent of applications each year. If you are selected for verification, you will need to complete the specific worksheet for the aid year requested and your dependency status, you may also be required to turn in certain tax information and financial documents. If selected for verification the verification process must be complete before professional judgment can be used to adjust the FAFSA. Additional information may be required by the Mississippi Delta Community College Financial Aid Office.

### **Verification Process 2013-2014**

Each year the Department of Education informs schools of the FAFSA data elements that must be verified. The department also lists the documentation the applicant must provide to the school to verify the accuracy of each required data element. The following segment reflects the items to be certified for tax filers and non-tax filers as well as acceptable documentation for each item. Items will vary based on the category of verification that the Department of Education assigns to the student. The tracking groups apply to both dependent and independent students. A complete list of tracking groups and requirements are listed after Acceptable Documentation

### **Acceptable Documentation**

For the 2013-2014 academic year the Department of Education requires that schools only accept IRS data retrieval or IRS tax return transcripts as the primary source of documentation when verifying federal income tax information. When submitting tax return transcripts, a dependent student must also submit the parent tax transcript. The IRS data retrieval process is by far the simplest and most efficient method for a student to meet the income tax return segment of the verification process.

### **2013-2014 FAFSA Information Required to be Verified and Acceptable Documentation**

#### ***Tax Filers:***

- **Household Size**—Completed verification worksheet listing the name and age of each household member and the relationship to the applicant
- **Number in College**—Completed verification worksheet listing the name and age of each household member attending a Title IV-eligible school at least half time for the award year, and the name(s) of the applicable school(s)
- **Child Support Paid**—Completed verification worksheet listing: Name of the individual who paid support, name of the child support recipient, name(s) of the children for whom support was paid, amount of support paid during the calendar year
- **SNAP (Food Stamps)**—Completed verification worksheet certifying that they, or another member of the household, received SNAP in calendar year 2011 or 2012
- **AGI (Adjusted Gross Income)**—IRS Data Retrieval Tool or IRS Tax Transcripts for the student (and the parent if the student is dependent)
- **U.S. Tax Paid**—IRS Data Retrieval Tool or IRS Tax Transcripts for the student (and the parent if the student is dependent)
- **Untaxed IRA Distributions**—IRS Data Retrieval Tool or IRS Tax Transcripts for the student (and the parent if the student is dependent)
- **Untaxed Pensions**—IRS Data Retrieval Tool or IRS Tax Transcripts for the student (and the parent if the student is dependent)
- **Education Credits**—IRS Data Retrieval Tool or IRS Tax Transcripts for the student (and the parent if the student is dependent)
- **IRA Deductions**—IRS Data Retrieval Tool or IRS Tax Transcripts for the student (and the parent if the student is dependent)

- **Tax-Exempt Interest**—IRS Data Retrieval Tool or IRS Tax Transcripts for the student (and the parent if the student is dependent)
- **High School Completion Status**—Copy of applicant’s high school diploma or final high school transcript that shows the date the applicant completed secondary school OR copy of one of the recognized equivalents of a high school diploma OR copy of homeschool documentation/state-issued homeschool certification credential
- **Identity & Statement of Educational Purpose**—Government-issued photo identification AND Signed Statement of Educational Purpose for the 2013-2014 award year (presented to the school in person) **OR** Copy of government-issued photo identification AND original notarized Statement of Educational Purpose signed by the applicant for the 2013-2014 award year (if the student is unable to appear in person at the school)

***Non-Tax Filers:***

- **Household Size**—Completed verification worksheet listing the name and age of each household member and the relationship to the applicant
- **Number in College**—Completed verification worksheet listing the name and age of each household member attending a Title IV-eligible school at least half time for the award year, and the name(s) of the applicable school(s)
- **Child Support Paid**—Completed verification worksheet listing: Name of the individual who paid support, name of the child support recipient, name(s) of the children for whom support was paid, amount of support paid during the calendar year
- **SNAP (Food Stamps)**—Completed verification worksheet certifying that they, or another member of the household, received SNAP in calendar year 2011 or 2012
- **Income Earned from Work**—Copy of a W-2 Form from each source of employment from 2012, signed statement certifying the applicant has not filed and is not required to file taxes for 2012, signed statement indicating sources and amounts of income earned from work in 2012 not listed on a W-2 Form
- **High School Completion Status**—Copy of applicant’s high school diploma or final high school transcript that shows the date the applicant completed secondary school OR copy of one of the recognized equivalents of a high school diploma OR copy of homeschool documentation/state-issued homeschool certification credential
- **Identity & Statement of Educational Purpose**—Government-issued photo identification AND Signed Statement of Educational Purpose for the 2013-2014 award year (presented to the school in person) **OR** Copy of government-issued photo identification AND original notarized Statement of Educational Purpose signed by the applicant for the 2013-2014 award year (if the student is unable to appear in person at the school)

<b>Verification Tracking Flag</b>	<b>Verification Tracking Group Name</b>	<b>FAFSA Information Required to be Verified</b>
<b>V1</b>	<b>Standard Verification Group</b>	<p><b>Tax Filers</b></p> <ul style="list-style-type: none"> <li>• <b>Adjusted Gross Income</b></li> <li>• <b>U.S. Income Tax Paid</b></li> <li>• <b>Untaxed Portions of IRA Distributions</b></li> <li>• <b>Untaxed Portion of Pensions</b></li> <li>• <b>IRA Deductions and Payments</b></li> <li>• <b>Tax Exempt Interest Income</b></li> <li>• <b>Education Credits</b></li> <li>• <b>Number of Household Members</b></li> <li>• <b>Number in College</b></li> <li>• <b>Supplemental Nutrition Assistance Program (SNAP – Food Stamps)</b></li> <li>• <b>Child Support Paid</b></li> </ul> <p><b>Non-Tax Filers</b></p> <ul style="list-style-type: none"> <li>• <b>Income Earned from Work</b></li> <li>• <b>Number of Household Members</b></li> <li>• <b>Number in College</b></li> <li>• <b>Supplemental Nutrition Assistance Program (SNAP – Food Stamps)</b></li> <li>• <b>Child Support Paid</b></li> </ul>
<b>V2</b>	<b>SNAP Verification Group</b>	<ul style="list-style-type: none"> <li>• <b>Supplemental Nutrition Assistance Program (SNAP – Food Stamps)</b></li> </ul>
<b>V3</b>	<b>Child Support Paid Verification Group</b>	<ul style="list-style-type: none"> <li>• <b>Child Support Paid by the student (or spouse), the student's parent, or both</b></li> </ul>
<b>V4</b>	<b>Custom Verification Group</b>	<ul style="list-style-type: none"> <li>• <b>High School Completion Status</b></li> <li>• <b>Identity/Statement of Educational Purpose</b></li> <li>• <b>Supplemental Nutrition Assistance Program (SNAP – Food Stamps)</b></li> <li>• <b>Child Support Paid</b></li> </ul>

V5	Aggregate Verification Group	<ul style="list-style-type: none"> <li>• High School Completion Status</li> <li>• Identity/Statement of Educational Purpose</li> </ul> <p><b>Tax Filers</b></p> <ul style="list-style-type: none"> <li>• Adjusted Gross Income</li> <li>• U.S. Income Tax Paid</li> <li>• Untaxed Portions of IRA Distributions</li> <li>• Untaxed Portions of Pensions</li> <li>• IRA Deductions and Payments</li> <li>• Tax Exempt Interest Income</li> <li>• Education Credits</li> <li>• Number of Household Members</li> <li>• Number in College</li> <li>• Supplemental Nutrition Assistance Program (SNAP – Food Stamps)</li> <li>• Child Support Paid</li> </ul> <p><b>Non-Tax Filers</b></p> <ul style="list-style-type: none"> <li>• Income earned from work</li> <li>• Number of Household Members</li> <li>• Number in College</li> <li>• Supplemental Nutrition Assistance Program (SNAP – Food Stamps)</li> <li>• Child Support Paid</li> </ul>
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### Verification of Students with Special Circumstances

**Identity Theft**—Victims of identity theft who are selected for verification must provide Form 14039 **OR** a signed copy of the filed tax return and a copy of a filed police report **OR** a signed copy of the filed tax return and a signed statement that the filer was the victim of identity theft that the Internal Revenue Service is investigating.

**Amended Returns**—Individuals must provide the school with a signed copy of the original filed tax return or tax transcript and a signed copy of the Form 1040X.

**Foreign Tax Returns**—Individuals who filed foreign tax returns and cannot obtain a tax transcript must provide the school with signed copies of the foreign tax returns or other information listing similar income and tax information, converted to U.S. dollars. If the individual is not required to file taxed under that nation's process, the student should provide a signed statement certifying income and taxes paid for the applicable period.

**U.S. Territory or Commonwealth Tax Returns**—If the student filed a tax return with Puerto Rico, Guam, American Samoa or the Commonwealth of Northern Mariana Islands, the student should provide a signed copy of the applicable tax return. If taxes

were filed with the Republic of the Marshall Islands, the Republic of Palau or the Federated States of Micronesia (the Freely Associated States), the student should provide a signed copy of the individual's wage and tax statement for each employer in addition to a signed statement that lists all income and taxes for the tax year.

**Documentation Deadlines**

All FAFSA verification documentation should be received by August 1st of the award year to ensure eligible financial aid may be used to meet payment deadlines of the college.

**Consequences**

Failure to complete all verification by August 1st could result in the applicant being required to pay one third of all fees by the initial payment date listed on the fee payment schedule that is located on the college website. Failure to complete verification and failure to pay one third may result in the loss of any pre-registered classes.

## **ADMISSIONS**

### **APPLICATION FOR ADMISSION**

Applications for admission to Mississippi Delta Community College should be submitted to the Director of Admissions and Records. It is the responsibility of the student to arrange to have his/her record of high school or college credits and other documents required for admission submitted in advance of registration. MDCC does not discriminate in application of its admissions or other policies on grounds of race, color, sex, disability, or national origin. If an admissions applicant indicates that he/she has been convicted of a felony, an admissions hearing will be required with the Admissions Committee. If an applicant provides false information on his/her application for admissions, the applicant may forfeit his/her right to attend Mississippi Delta Community College.

### **PRE-ADMISSION INFORMATION**

Students planning to enroll may obtain information concerning offerings and opportunities available by contacting the Director of Admissions and Records or other administrative personnel. Prospective students are encouraged to visit the campus to inspect the physical plant, and if possible, to observe some of the activities in progress.

### **SUMMER SCHOOL**

Admission requirements are the same as those required of students enrolling for the regular session. Students admitted to the summer session who are on academic probation/suspension will be able to clear their academic standing as a result of obtaining satisfactory grade marks for summer work.

There is no refund for summer term classes once classes begin. Students who register for courses and do not plan to return for the registered semester must drop their classes from the campus computer system before the first day of class. Failure to drop classes from the campus computer system will result in charges to the student's account and those courses will appear on the student's transcript.

### **OPEN ADMISSIONS**

MDCC ascribes to an "open admissions" policy consistent with all appertaining laws. MDCC embraces the philosophy that students be provided the opportunities for learning experiences, e.g. general education II courses, counseling, tutorial assistance, etc. that will help the individual students to succeed in achieving their educational goals. MDCC utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist in the selection of the most appropriate program options to assure student success.



## **ADMISSION TO THE FRESHMAN CLASS**

Candidates for enrollment in the freshman class must comply with the following:

1. Submit a completed Application for Admission form. This form may be obtained from the Office of Admissions and Records.
2. Submit an official transcript showing graduation by diploma from a high school accredited by the Mississippi Department of Education or by other recognized accrediting agencies. A student who has not graduated may submit a transcript showing nineteen acceptable units of credit of which three units must be in English and twelve in the area of Mathematics, Science, Social Studies, Business Education, and Foreign Languages. This transcript must be sent directly to MDCC from the school which the student last attended.
3. Applicants who have not completed requirements for a high-school diploma may submit satisfactory General Education Development (GED) scores in lieu of a high-school transcript showing graduation.
4. Each applicant is requested to have copies of his/her ACT scores sent to the Office of Admissions and Records. The ACT code for MDCC is 022440. These scores are used for placement purposes in various academic classes. Health Science Programs (Associate Degree Nursing, Dental Hygiene, Emergency Medical Technology, Healthcare Assistant, Medical Laboratory Technology, Phlebotomy, Radiologic Technology, and Practical Nursing) and career-technical programs have special admission requirements. ACT scores are required for admission to technical and health science programs. For specific requirements, refer to program descriptions. ACT scores are not required for students enrolling in career programs.

Students scoring a 13 or less composite score on the ACT are required to take courses in the General Education II curriculum (see General Education II below).

Any applicant who does not have an ACT score submitted with his/her admissions application will be placed in the General Education II curriculum.

5. No applicant will be approved for admission until all required documents have been received and evaluated by the Office of Admissions and Records.

## **ADMISSION OF PERSONS WITH PRIOR FELONY CONVICTIONS OR DISCIPLINARY DISMISSALS**

### **Summary**

It is the policy of Mississippi Delta Community College to require applicants for admission as to report whether they have been convicted of a felony or have been dismissed from an institution of higher education for disciplinary reasons. Applications from such candidates must be reviewed by a campus committee before admission is granted.

### **Policy**

The College application for admission to campuses of the College contains a question regarding whether the applicant has been previously convicted of a felony or dismissal from an institution of higher education for disciplinary reasons. It is the policy of the College that such a question be included in applications for college admissions, full-time, online and/or part-time.

### **Campus Admission Review**

It is the responsibility of the College to accept or deny admission to an applicant based on prior criminal convictions where such admission would involve an unreasonable risk to person, property or would pose a risk to the safety and welfare of faculty, staff, students and the public or be disruptive of the educational environment. Campus policy should include procuring appropriate information related to previous criminal and incarceration records and obtaining recommendations from corrections officials and, at times, current employment or educational supervisors. Campuses must utilize a standing committee to review applicants who affirm that they have either been convicted of a felony or been dismissed from a college for disciplinary reasons.

The purpose of the campus committee is to review appropriate information and decide whether an applicant with a felony conviction or disciplinary dismissal from an institution of higher education should be admitted. If admitted, the conditions of admissibility must also be decided; for example, eligibility for on-campus housing. The committee may request the applicant to provide the following; and

1. The specifics of the felony conviction or disciplinary dismissal such as background, charges filed and date of occurrence. Appropriate releases may have to be executed by the applicant for receipt of criminal history information or educational disciplinary records; and
2. For applicants with felony convictions, references must be provided from the Department of Correctional Services, Division of Parole, including the name and addresses of parole officers. For those currently in parole status, the committee should obtain the conditions of parole and determine if the campus environment affords

compliance. The committee should also review whether specific services will be needed for the prospective student. Parole officials should be questioned as to whether the applicant would pose a threat to the safety of the campus community; and

3. A personal interview to either clarify or verify information shall be necessary.

After review of all available information, the committee will decide whether to deny admission, admit the applicant or admit the applicant with certain conditions. To clarify the lines of communication, the President of the College will designate a campus official to act as the liaison person with the Division of Parole and the Department of Correctional Services and the local parole office.

#### Definitions

**Dismissal from a college for disciplinary reasons** – Permanent separation from an institution of higher education on the basis of conduct or behavior.

**Suspension** – A sanction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, less than permanently.

### ADMISSION IN THE DUAL ENROLLMENT PROGRAM

Mississippi Delta Community College has a dual enrollment program which will allow current high school students to be enrolled at their high school and with MDCC simultaneously. Requirements for dual enrollment are as follows:

1. Students must have completed a minimum of fourteen (14) core high school units.
2. Students must have a 3.0 grade point average on a 4.0 scale or better on all high school courses, as documented by an official high school transcript; a home schooled student must submit a transcript prepared by a parent, legal guardian, or custodian with a signed, sworn affidavit to meet the requirement of this paragraph.
3. Students must have an unconditional written recommendation from their high school principal and/or guidance counselor. A home-schooled student must submit a parent, legal guardian, or custodian's written recommendation to meet the requirement of this paragraph.

#### Special Condition:

Students who have not completed 14 core high school units may be considered for dual enrollment if they have a minimum ACT composite score of thirty (30) or the equivalent SAT score and have the required grade point average and recommendations prescribed above.

All composite ACT scores mentioned in this catalog refer to composite ACT scores earned on or after October 28, 1989. For all scores earned prior to that date, use the following conversion table:

<b>Composite ACT Scores</b>		<b>Composite ACT Scores</b>	
<b>Earned prior To 10/28/89</b>	<b>Earned on or after 10/28/89</b>	<b>Earned prior To 10/28/89</b>	<b>Earned on or after 10/28/89</b>
35	36	17	19
34	35	16	19
33	34	15	18
32	33	14	17
31	32	13	17
30	31	12	16
29	30	11	15
28	29	10	14
27	28	9	14
26	27	8	13
25	26	7	12
24	25	6	11
23	24	5	11
22	23	4	9
21	22	3	7
20	21	2	5
19	21	1	3
18	20		

### **ADMISSION OF TRANSFER STUDENTS**

A transfer student is defined as one who satisfactorily completes twelve hours or more at another accredited college. Developmental or remedial hours are not considered acceptable. Those individuals should submit an application for admissions and an official transcript of the coursework from the previously attended institution(s). Applicants whose records show unsatisfactory scholastic standing may be accepted on probation, if their individual cases indicate that they may deserve special consideration.

A student who is transferring less than twelve semester hours of credit must also meet freshman entrance requirements as outlined. Transfer of any technical credit hours (other than college transfer credit) is evaluated on an individual basis.

Students should see the Director of Admissions and Records concerning the evaluation and acceptability of transfer credit within the first semester of entrance.

### **ADMISSION OF INTERNATIONAL STUDENTS**

Mississippi Delta Community College is not an eligible college to complete the required I-20 Form of the Immigration and Naturalization Service for nonimmigrant students.

Consequently, the College does not recruit or admit them. Any other student who is not a U.S. citizen must present proof that they are a permanent resident of the United States.

## **REGISTRATION AND ORIENTATION**

Students currently enrolled who plan to re-enroll at MDCC may pre-register for their classes for the coming semester during the period that is set by the College. These dates are usually announced approximately six weeks ahead of time. Orientation and pre-registration of freshman and transfer students will not be possible until all entrance requirements are completed. These students are notified by mail as to when they should come. Faculty advisors will be available during pre-registration to advise and assist students in arranging their courses of study.

## **LATE REGISTRATION**

All students are expected to register during the days set aside for this purpose, as indicated by the Academic Calendar.

## **CRITERIA FOR THE PLACEMENT OF STUDENTS IN MAT 1313 AND MAT 1233**

### **ACT COMPOSITE SCORE 14 OR HIGHER**

<b>MATH ACT SUB SCORE</b>	<b>COURSE PLACEMENT</b>
18 or higher.....	MAT 1313 College Algebra*
16-17.....	MAT 1233 Intermediate Algebra
13-15.....	MAT 0123 Beginning Algebra
12 or below.....	MAT 0113 Fundamentals of Math

## **CRITERIA FOR THE PLACEMENT OF STUDENTS IN ENG 1113 AND ENG 1023**

### **ACT COMPOSITE SCORE 14 OR HIGHER**

<b>ENGLISH ACT SUB SCORE</b>	<b>PREREQUISITE</b>	<b>COURSE PLACEMENT</b>
16 or higher.....	None.....	ENG 1113 English Composition I
13-15 .....	None .....	ENG 0123 Intermediate English**
12 or below.....	None.....	ENG 0113 Beginning English

\*\*Each student will be given the opportunity to take a pre-test. Faculty will review the pre-test and determine each student's score. A faculty member will consult with each student who successfully passes the pre-test. If the student chooses to advance to ENG 1113, the instructor will then send the student to the Vice-President of Instruction to enroll him/her in this course.

## CHANGE OF SCHEDULE

A student is held responsible for attendance at all classes to which he/she is assigned. A change in schedule may be made, with the permission of the appropriate Division Chair and without penalty, according to the date indicated by the College Calendar. Any subsequent changes will be made only at the request of the instructor.

## WITHDRAWAL PROCEDURES

### CLASS DROPS

Students who would like to DROP a class, should initiate the process with their Instructor. The process of withdrawing from a class is maintained between the student and instructor only. The instructor should fill out a withdrawal form including the LDA for the class. The student is required to sign the withdrawal form, and the instructor will provide the student with a copy of the form. The instructor should go into Banner to record the LDA, then file the original form.

Classes which are dropped during the Drop/Add period are considered schedule changes and should be initiated by the student using the “Add or Drop Classes” function in their Banner account. Instructions for this can be obtained in the Office of Counseling, Recruiting, and Advising.

### SCHOOL WITHDRAWALS

Students may withdraw from class beginning after the 60% attendance day of a semester until one week prior to the start of exams.

Students cutting out of a class prior to the 60% date will receive a grade of F. The student will have the opportunity to withdraw from the class after the 60% date. Short-term semester class withdrawals will begin after the 60% date.

Students officially withdrawing from MS Delta Community College should initiate the process in the Office of Counseling, Recruiting, and Advising.

1. The student will visit with an academic counselor in the Office of Counseling, Recruiting, and Advising where he/she will be issued a School Withdrawal form.
2. The student should obtain signatures from:
  1. **the Library** (where staff will check for any materials the student may have checked out and not returned),
  2. **the Business Office** (where staff will check for any fines the student may have incurred), and
  3. **Financial Aid** (where staff will inform the student of the consequences resulting from a total withdrawal from MDCC).
3. The student will sign the completed form verifying his/her complete understanding of the consequences which may result from a total withdrawal from MDCC. The student should then bring the signed form and a copy of their current class schedule back to the Office of Counseling, Recruiting, and Advising for completion. Counseling staff will sign the form verifying that the withdrawal process is complete. An e-mail will be sent on Thursday of each week to the instructors informing them that the student has officially withdrawn from MDCC. Upon receipt of the e-mail, each instructor should enter the LDA for that student into Banner.

## ATTENDANCE POLICY

### **Academic, Technical, and Health Science Programs**

Regular class attendance is expected of all students. Instructors will keep an accurate class attendance record, and these records will become part of the student's official

record. Absences are a serious deterrent to good scholarship; it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. When an absence occurs, it is the student's responsibility to contact his/her instructors for make-up assignments. The student will be allowed to make-up assignments for absences resulting from personal illness, death in the immediate family, official school functions, and those excused by the Vice-President of Instruction and the Director of Career Technical Education, assuming proper documentation. The student must complete the assignment within the time specified by the instructor. When a student's absences in a course exceed the following, the student will be dismissed from the course:

One class meeting, lecture or laboratory, per week .....	2
Two class meetings, lecture or laboratory, per week .....	4
Three class meetings, lecture or laboratory, per week.....	6
Four class meetings, lecture or laboratory, per week .....	8
Five class meetings, lecture or laboratory, per week .....	10

**Absences caused by change of schedule or late registration will be recorded as absences.**

## **REINSTATEMENT FOR COURSES**

**If a student exceeds the allowable absences for each particular course, the instructor will inform the student that he/she has been withdrawn from the class. If the student contacts the instructor within three school days from the dropped date, the student may be reinstated into the class with the understanding that he/she cannot have additional absences.**

## **Tardy Policy**

Tardiness is a serious interruption of instruction and continuous infraction will not be permitted. Students are expected to be in class on time. A student may be considered absent after the completion of the roll and/or directives included in the class syllabi

## **STUDENT LOAD AND ACADEMIC STATUS**

To be considered full-time, a student must be enrolled in 12 or more hours. A normal load is considered to be fifteen or sixteen hours each semester. A semester hour of credit represents one hour of class work or two hours of laboratory work a week, plus the necessary preparation for a semester. In some Career and preprofessional courses, three laboratory hours are required for one hour of credit.

The maximum load for a student each semester is eighteen hours. Students whose previous academic record shows a 3.0 or higher may be allowed to register for a maximum of three additional credit hours with permission of the Vice-President of Instruction or the Director of Career Technical Education.

Sophomores who lack a maximum of nineteen semester hours to meet requirements for graduation may be granted a waiver of the 3.0 requirement, provided that the number of quality points needed for graduation does not exceed the number of semester hours needed for this purpose.

A student enrolled for fewer than twelve academic semester hours will be classified as a part-time student.

Recipients of scholarships granted by the MDCC must pass a minimum of twelve hours for the semester.

## **PROBATION POLICY**

Probation (eligible to enroll with restrictions)

- a. Any full-time/part-time student who fails to earn a 1.5 GPA for the current semester will be placed on academic probation.
- b. Any student re-admitted following dismissal for academic reasons from MDCC or any other college or university will be accepted on probation.

## **SUSPENSION POLICY**

Suspension (not eligible to enroll for a specific period of time)

- a. Any full-time/part-time student on probation must maintain a 1.5 quality-point average for the current semester or be placed on academic suspension for a minimum of one semester.
- b. Any appeal to the suspension policy must be made to the Director of Admissions and Records at least 3 working days prior to the start of the semester.

\* For probation and suspension purposes, a student's part-time/full-time classification is based on the number of hours enrolled in after the last day to drop a class without receiving a grade.

## **CELL PHONE USE POLICY**

The use of cell phones and other electronic devices is not allowed in classrooms, labs, shops, or other venues where teaching or testing is taking place, unless permitted by the instructor. This includes texting and/or earphone devices. First Offense: A warning will be issued if the device is used in the course of a teaching session. Subsequent infractions during teaching sessions will result in the student receiving appropriate disciplinary action, including but not limited to, being counted absent and possible withdrawal from the course. If such a device is used in the course of graded work, the work will be confiscated, and the student will receive a failing grade for that graded work with possible withdrawal from the course.



## **CLASSIFICATION**

Students who have completed fewer than twenty-four semester hours in their curriculum are classified as freshmen. Classification of all students is made by the Director of Admissions and Records at the beginning of the fall semester.

## **ACADEMIC HONESTY POLICY**

Academic honesty is a fundamental attribute of higher learning. Students who violate the principle of honesty deny themselves an opportunity to master the skills that they are credited to possess, cheat their classmates of deserved recognition, and demean the college and its degrees. It is a matter of great concern that all members of the college community strive for high standards of personal integrity.

Evaluation of each student's level of knowledge and understanding is a vital part of the teaching process, and requires tangible measures with the process of evaluation by misrepresenting the relationship between the work being evaluated and the student's actual state of knowledge is an act of academic dishonesty. These acts of dishonesty include but are not limited to: fraud, cheating, plagiarism, forgery, and facilitating dishonesty.

A hallmark of any profession is integrity and honesty. Academic honesty is expected of all students; therefore, each student is expected to accomplish his/her own work. Academic misconduct includes, but is not limited to, deceptive acts such as the following:

- plagiarizing from any source
- cheating in any manner on tests, papers, reports, etc.
- turning in work as their own when, in fact, it was not their work
- improperly using technology
- stealing, buying, or selling course materials
- either impersonating another student during a test or having another person assume one's identity during a test
- deliberately conveying false or misleading information

When academic misconduct has occurred, the instructor has the responsibility of assigning an appropriate penalty in accordance with the instructor's institutional policy. This may include failure of the assignment, failure of the course, or dismissal from the institution.

## **GRADING SYSTEM AND QUALITY POINTS**

The final grades for each student are determined by combining the grades received in daily recitations, laboratory work, written work, class attendance, and periodic hour tests, with those received on final examinations.

Letter grades will be assigned for all completed courses according to the following scale:

- A - Superior, work in addition to the regularly prescribed assignments
- B - Good, work for above average of the class
- C - Satisfactory, average achievement
- D - Poor, the lowest grade for which credit is given. Achievement below the average of the class
- I - Incomplete, temporary mark that may be removed without repeating the course; it is submitted by the instructor when the student, because of illness or other circumstances beyond his/her control, has been unable to complete the course requirements. "I" grades must be cleared at the earliest possible opportunity through arrangements approved by the Vice-President of Instruction and the instructor and, in all cases, before the student withdraws from school. A grade of F will be recorded on the permanent record if the condition is not removed within the allotted amount of time
- F - Failure, inferior work, and the course must be repeated in order to receive credit
- W - Official Withdrawal, withdrawal from a course without penalty
- AU - Audit, no grade received for taking a course

On all repeated subjects, Mississippi Delta Community College will consider only the highest grade earned in determining course credit and quality-point averages. This is a local college policy and may not apply to other colleges or universities to which you may wish to transfer.

Semester hours indicate the amount of work done. Quality points are a measure of the quality work. For a course carried throughout a semester with:

Grade	Grade Points Per Hour
A	4
B	3
C	2
D	1
F	0
I	0
W	0
AU	0

A minimum of 62 academic semester hours and 124 quality points are required for all types of diplomas granted by Mississippi Delta Community College.

### **ADVANCED PLACEMENT PROGRAM**

Advanced placement and three hours of credit are awarded in American History, Biology, Calculus, Chemistry (2), English (1), Western Civilization, Physics, Spanish, and French to students who participate in the College Entrance Examination Board (CEEB) Advanced Placement Program offered through their high school, and who earn scores of three or higher on the final examinations. A student must earn twelve hours at MDCC before advanced placement credit may be recorded on the student's transcript. The total number of hours one may earn by the advanced placement program is fifteen.

1. Any student who receives a three or four on the examination will receive three hours of credit for English 1113. Any student who receives a five on the examination will receive six hours of credit for English 1113 and English 1123.
2. Chemistry laboratory is not included.
3. Credit can be awarded for Advanced Placement in BOT 1113 Document Formatting, BOT 1123 Word Processing, and/or BOT 1102 Keyboard Speed Building.

## **EXAMINATIONS**

Examinations are administered at the close of each semester and at such other times as instructors deem necessary. Absences from final examinations, except in cases of unusual emergencies, are automatically recorded as failures. Examinations can only be rescheduled with the approval of the Vice-President of Instruction.

## **VIEWING SEMESTER GRADES**

The Office of Admissions and Records posts grades of all students at the end of the semester. These grades can be accessed online through the college website.

Special reports covering the academic or conduct record of a student will be mailed to the student at any time that it may be deemed necessary.

Students may obtain their course grades from the individual instructors immediately following the close of a term or semester.

## **MANAGEMENT OF RECORDS**

The custodian of the records at Mississippi Delta Community College is the Director of Admissions and Records.

Mississippi Delta Community College maintains records to show continued pursuit of course enrollment and the progress made. Student records include the grade in each course, per semester and record of withdrawal from any course. These records are maintained in a fire proof vault in the Office of the Director of Admissions and Records.

The College maintains a written record of previous education and training which clearly indicates that appropriate credit has been given by the College for previous education and training, with the training period shortened proportionally, if applicable, and the person and other appropriate agencies notified.

Proof that entrance requirements are met is part of the aforementioned records.

## **STUDENT PRIVACY**

Mississippi Delta Community College complies with all provisions of the Family Educational Rights and Privacy Act (FERPA) concerning student records. FERPA provides for the rights concerning the privacy of student records and serves as the basis for the College's policy concerning the release of student records.

Mississippi Delta Community College will release directory information about any student unless he/she has notified the Director of Admissions and Records in writing that he/she does not want any such information released. This written request must be filed within two weeks after the student registers each semester.

Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees received, honors and awards earned, the most recent educational agency attended by the student and other similar information.

Students can file a complaint concerning alleged failure by Mississippi Delta Community College to comply with the requirements of FERPA with the U. S. Department of Education at the address below:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

### **Individual Student Records**

Records on an individual student may be disclosed under the following circumstances:

#### **Student Requests:**

- Students have the right to inspect and review their education records maintained by the College. Mississippi Delta Community College is not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Mississippi Delta Community College may charge a fee for copies.
- Students have the right to request that Mississippi Delta correct records which they believe to be inaccurate or misleading. If MDCC decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if MDCC still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

### **Agency and Institutional Requests:**

- Generally, MDCC must have written permission from the student in order to release any information from a student's education record. However, FERPA allows Mississippi Delta to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - College officials with legitimate educational interest;
  - Other colleges to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the College;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

### **Parent Requests:**

- FERPA allows parents of dependent students age 17 and under the right to examine the record of their dependent students. Parents of dependents must follow the same procedure as independent students regarding confidentiality and access to the dependent student's record. Parents of independent students are not allowed to view the student's record without written, verifiable permission of the student(s).

Students can file a complaint concerning alleged failure by Mississippi Delta Community College to comply with the requirements of FERPA with the U. S. Department of Education at the address below:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

### **Transcripts**

An official transcript of a student's record may be obtained by the student submitting a written request complete with the student's signature to the Director of Admissions and Records. Forms may be obtained by visiting the Office of Admissions & Records or by downloading the form from the College's website. Transcripts are released to students who have met all financial obligations to the college. A fee, payable in advance, is required for each copy.

## **REQUIREMENTS FOR GRADUATION**

Students expecting to graduate from Mississippi Delta Community College must file an application for graduation with the Director of Admissions & Records by the deadline announced by the Office of Admissions & Records.

Candidates for graduation may follow one of three programs, a course of study leading to a degree of Associate of Arts (AA), a degree of Associate of Applied Science (AAS), or a Certificate. Students who complete degree requirements online at MDCC through the Mississippi Virtual Community College consortium must meet the same requirements listed for graduation.

Candidates must earn a cumulative grade point of 2.00 to graduate. Transfer students must complete at least one-half of the number of hours required for graduation and earn a quality point average of 2.0. Developmental courses taken at MDCC or at another institution are not counted for meeting degree requirements at MDCC.

Students receiving the Associate of Arts Degree (A.A.) must complete no less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. The A.A. Degree will be awarded to those in the transfer program who follow the outline as listed in this catalog for their curriculum and complete the Core for the Associate of Arts Degree.

The Associate of Applied Science Degree (A.A.S) will be awarded to those students who complete the prescribed curriculum in each program. The curriculum must include no less than sixty-two semester hours including a minimum core of general education courses. A minimum grade point average of 2.00 in the program of study is required for graduation.

Students receiving a certificate should complete the prescribed curriculum in the program of study as listed in the College catalog. A minimum cumulative grade point average of 2.00 in the program of study is required for graduation.

## MDCC STANNY SANDERS LIBRARY SYSTEM

### LIBRARY SERVICES

**Library Commitment** – The MDCC Stanny Sanders Library System supports the mission of the College through services and resources that enhance the quality of life of the college community. The Library provides access to knowledge and promotes learning through the diversity of print, media, online electronic information, resource sharing, computer-assisted instruction, teleconferencing, and other experiences made available by constantly expanding technologies. Continuous effort is made to develop and utilize innovative information delivery systems.

**Information** – The MDCC Stanny Sanders Library System houses a library on each of the four campus sites that offers a variety of services, which include accommodations of the book and non-print collection, Online Card Catalog (OCC), the Media Center (Moorhead campus only), computers, Community College Network (CCN), as well as production facilities for various media formats. The Library subscribes to periodicals with a selection of local, state, and national newspapers, and provides computers in designated areas. While the Moorhead campus offers all resources, some campuses may be limited in their particular resources.

**Library Patrons** – To manage the circulation of materials and ensure a quality study environment for Library patrons, students must present a current ID when entering the Library. MDCC students and faculty have open access to the library holdings and electronic resources on any of the four campuses. Non-MDCC students and community patrons must present some form of ID and are limited to areas of access in the library. An instructor or parent must accompany non-MDCC students that are in public or private schools wanting to use library services and materials. No food, tobacco, or cell phone conversations are permitted in the library.

**Web Page** – MDCC students, faculty, and staff can access the Library web page through the MDCC Web Page located at [www.msdelta.edu](http://www.msdelta.edu) under Quick Links. Located on the web page is general information about the four locations, information about electronic resources including but not limited to OCC, EBSCOhost e-books (58,000), discipline specific databases, including Mississippi Alliance for Gaining New Opportunities through Library Information (MAGNOLIA), and Mississippi Electronic Libraries Online ( MELO). Also included are helpful links for general information and to support classroom instruction. Some of the databases require a password which may be obtained through Canvas or by contacting the library.

## **MEDIA SERVICES**

**General Information** – The Media Center is located in the Stanny Sanders Library on the Moorhead Campus and is designed to supply curriculum-related and media materials to the faculty and students of Mississippi Delta Community College. The Media Center is responsible for the booking of the CCN, satellite downlink programs, any equipment, and media. The center houses audiovisual materials including a wide assortment of videocassettes, films, slides, multimedia, CDs, DVDs, records, and audio-cassettes, as well as the equipment to use the media. The materials in the Media Center are listed in the OCC with appropriate call numbers. These resources are in closed stacks and must be obtained from the Media Center. They are for library and classroom use only unless special permission is granted. Media center resources are available to all campuses.

**Computer Labs** – Each campus library housed computers for student use. To use the computers, students must sign in at the appropriate area. The labs may be reserved for class use.

**Community College Network (CCN)** – The CCN links community colleges, high schools, and Mississippi State. This resource is located on the Moorhead campus. This link provides teleconferencing as well as distance learning, allowing participants to interact with others across the state.



## COLLEGE LIFE

### WHOM TO SEE

MAGDALENE ABRAHAM.....Boggs-Scroggins Student Center  
Vice-President of Instruction  
Academic Transfer Programs  
Absentees  
Schedule Change  
Class Withdrawal

MARTHA-CLAIRE DRYSDALE .....Allen Foley Career-Technical Complex  
Director of Career-Technical Education  
Career/Technical Programs  
Career/Tech Admissions Information  
Career/Tech Absentees  
Career/Tech Schedule Changes  
Withdrawal from Career/Tech

PATTI LIVINGSTON .....Horton Building  
Division Chair, Health Sciences  
Health Science Programs  
Health Science Admissions Information  
Health Science Absentees  
Health Science Schedule Changes  
Withdrawal from Health Science

BRENT GREGORY .....Boggs-Scroggins Student Center  
Associate VP of Instruction for Enrollment Management  
Director of Admissions and Records  
Director of Counseling and Recruiting

EDWARD RICE .....Boggs-Scroggins Student Center  
Vice-President of Student Services  
Student Government  
Disciplinary Procedures  
Boy's Dorm Affairs  
Girl's Dorm Affairs  
Intramural Sports

MARSHA LEE.....Boggs-Scroggins Student Center  
Vice-President of Business Services  
Financial Accounts

DERRICK FIELDS .....Boggs-Scroggins Student Center  
Assistant to the Vice-President of Student Services  
Day Student Illness  
Administrative Hearing Officer  
Girl's Dorm Affairs

KRISTI BARIOLA .....Library  
Director, Library Services

HENRY MANUEL.....Tanner Hall  
Chief Campus Police  
Director of Public Safety

FRANCES WILLIAMS.....Center of Learning, Library  
Students with Disabilities Coordinator

## **STUDENT INFORMATION**

Each student at Mississippi Delta Community College is considered a distinct personality with his/her own individual characteristics. All of the organizations, activities, and services regularly functioning as a part of the college program are devised to help meet the varied needs of the student. These nonacademic or extracurricular activities are considered by the community college to be an integral part of the students' education.

Students are encouraged to take an active part in clubs, social activities, publications, athletics, and other organizations where they have the time, interest, and qualifications. The campus is noted for the friendly and democratic atmosphere that exists among its students. Adjustment to life on the campus is not difficult. A concerted effort is made by faculty members and student leaders to assist students in solving their problems, and in making the necessary adjustments required for successful college life.

## **DRESS CODE FOR STUDENTS**

MDCC now enforces a policy of appropriate dress. ALL students must comply with the institutional guidelines related to appropriate attire. This policy addresses, but is in no way limited to, the removal of head coverings classrooms and labs, no extremely high cut shorts, no low cut and/or revealing tops, no sagging pants, and no pajamas worn in public. Violators of this policy will be subject to punitive actions consistent with the common practices of the Office of the Vice President of Student Services.

Pictured below are examples of acceptable and unacceptable forms of dress.



**Unacceptable**



**Acceptable**



**Unacceptable**



**Acceptable**



**Unacceptable**



**Unacceptable**



**Acceptable**



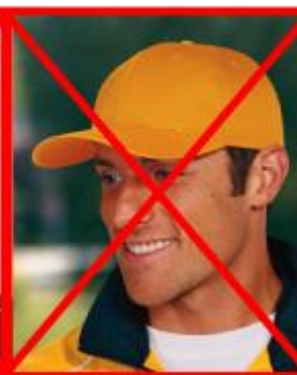
**Unacceptable**



**Acceptable**



**Unacceptable**



**Unacceptable**



**Unacceptable**



**Acceptable**

## OFFICIAL COMMUNICATIONS

Communications issued by administrative personnel are distributed by the following three methods: (1) mailed to the campus or home address; (2) posted on the bulletin boards; (3) email to students' college issued email accounts. It is the student's responsibility to check their email accounts to obtain official announcements and other pertinent information concerning the school program.

## **SOCIAL ACTIVITIES AND RECREATION**

All social functions must be cleared through the office of the Vice-President of Student Services.

A well-rounded program of social activities is provided. Various athletic contests attended by the student body and citizens of the area, are a part of the recreational program. Parties, banquets, and picnics are included periodically.

The College sponsors a series of programs by professional artists and senior college groups each year. All regularly enrolled students are admitted to these programs free of charge, or for a small fee.

## **ATHLETICS**

Students are encouraged to participate daily in some type of physical recreation. The administration believes that an athletic program properly regulated will tend to promote both the physical and moral development of the participants, and will assist in fostering a wholesome college spirit. Those who possess the interest and ability are encouraged to take part in team sports and the intercollegiate program. For all other students, facilities are available for a program of intramural activities.

Mississippi Delta Community College is a member of the National Junior College Athletic Association and the Mississippi Community/Junior College Association. A full schedule of intercollegiate games is played each year, chiefly with other Mississippi community colleges, in football, basketball, softball, baseball, and soccer.

## **INTRAMURALS**

Intramurals at Mississippi Delta Community College are designed to provide opportunities for students and staff to participate in competitive and noncompetitive, organized and informal sports activities as regularly as their time and interests permit.

The program offers competition in basketball, badminton, tennis, flag football, volleyball, and softball.

The College and its staff members are not responsible for students who sustain injuries while participating in intramural sports or any other student activities.

## **STUDENT ACTIVITY CARD (ID)**

A student ID card is issued to each student during the orientation/registration process. This ID serves as a ticket that entitles the student to admittance to all regular, scheduled activities, and it must be presented each time he/she attends such activities. This ID card should be presented to any college official for identification purposes.

## **COLLEGE PUBLICATION**

The RETROSPECT, the college annual, is an illustrated publication depicting a record of the campus activities. It is published by the students with faculty guidance. Upon payment of the tuition fees in the fall semester, the student is entitled to the insertion of his/her picture in the annual and to receive one copy of the publication.

## **MAIL**

Dormitory students may pick up their mail in the lobby of their dorms. Mail should be addressed to the individual at Mississippi Delta Community College, P. O. Box 668, Moorhead, Mississippi 38761. The student's dormitory and room number should be listed on the address. It is requested that money be sent only in the form of a check or money order.

## **MEALS AND MEAL PLAN**

Meals are served in the cafeteria at regular hours, except during holiday periods. A schedule of meals is posted at the beginning of the semester. Visitors and guests of students who eat in the cafeteria are required to pay for their meals.

All students living in the dormitories are required to purchase a meal plan. Residential students will be required to present their ID to the cashier at each meal. All other meals will be served on a cash basis. Residential students who fail to present their ID will be required to pay cash. The meal plan will be for the Sunday evening to Friday morning meals.

## **HEALTH SERVICE**

The College maintains facilities in both the male and female dormitories to take care of minor illnesses during the school session. In case of serious illness an ambulance will be called and parents or guardian will be contacted. The cost of special services such as ambulance and medicine will be the responsibility of the student involved.

Commuting students who become ill during school should report to the Vice-President of Student Services office. Temporary care will be provided and the parent or guardian will be notified at the request of the student or, if deemed necessary, by the Vice-President of Student Services Office.

## **BOOKS**

Books are sold through the MDCC Bookstore, located in Tanner Hall. Second-hand books are often available and sold to students at a minimum price. At the end of the school year, books to be used the next session are purchased from students at a fair price. The annual cost of books is chiefly dependent upon the curriculum that the student follows.

## USE OF FACILITIES

College facilities exist for the primary purpose of serving a planned and scheduled program of educational activity. At times when not required by the regularly planned educational program and with prior approval of the responsible head of the college unit or group concerned, college facilities may be made available for extracurricular use to departments and other organizational units of the College, to organizations composed exclusively of faculty and staff; to organizations which exist solely for the benefit of the College, and to recognized student organizations. **Organizational signs, brochures, etc. cannot be attached to walls, windows, or doors. Bulletin boards and other areas designated by the office of Vice-President of Student Services may be used to display materials.**

Ordinarily college facilities will not be made available to outside organizations for their own purposes. However, when a facility is not in use for a regularly scheduled activity nor for an extracurricular use by a college organization, the President may approve the use of facility by an outside organization. A schedule of rental fees for use of facilities by outside organizations can be found the MDCC Policies and Procedures Manual. Outside organizations should contact the Office of Public Relations and Special Events concerning scheduling.

## STUDENT ELECTIONS

For a student to qualify as a candidate for all elections, Mr. and Miss MDCC, and Homecoming Court, he or she must meet the following criteria:

1. must be a full-time student (**Homecoming and Mr. & Miss MDCC**)
2. must have a petition signed by 20 currently enrolled MDCC students (**Homecoming and Mr. & Miss MDCC**)
3. must have an overall 2.0 quality point average at MDCC (**Homecoming Court**)
4. Mr. & Miss MDCC must have a 3.0 GPA.

In order to vote in student elections, a student must show their identification card.

## REGULATIONS GOVERNING HOMECOMING

1. The Homecoming Court shall be composed of a Queen from the sophomore class, two maids from the sophomore class, and three maids from the freshman class.
2. Sophomore girls, in order to be eligible, must have a 2.0 academic average. A candidate whose school record shows social or disciplinary probation will not be qualified. A first year freshman, whose academic and conduct records are acceptable, is eligible to become a candidate for freshman maid.
3. The election shall be held no later than two weeks before the date set for Homecoming. Nominees for the court will be determined by petitions signed by 20 currently enrolled students.

4. Election shall be by popular vote by all college students.
5. From the sophomore nominees, the candidate receiving the highest number of votes will be declared Queen, and next two highest will be maids.

## **WHO'S WHO REVUE**

Each year the Student Association and the Retrospect sponsor the Who's Who Beauty Revue. As many as 10 women may be selected as most beautiful during this revue. The winners in the revue will be selected by a bipartisan group of judges outside the MDCC faculty/staff.

In order to be eligible to participate in the revue, students must meet the following criteria:

- A sophomore candidate is a full-time student who is completing three semesters of college work as a full-time student, who is working toward a minimum of 42 semester hours of college credit, and who has a minimum of 2.0 GPA.
- A freshman candidate must have earned or be in the process of earning a minimum of 12 semester hours college credit during his/her first semester in college.
- All participants must be enrolled as full-time students during the semester in which the revue is held.
- Any student on disciplinary probation is not eligible.

## **CLUBS/ORGANIZATIONS**

The **STUDENT GOVERNMENT ASSOCIATION** is composed of every currently enrolled full-time student who pays college fees during registration. The Association is bound together by its constitution and by-laws, and the authority vested in the Association and all of the officers is delegated by the college administration.

## **MISSISSIPPI DELTA COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

### **Preamble**

We the students of Mississippi Delta Community College, in order to promote student welfare and further the activities of student life, to encourage clear and continuous exchange of ideas between students and the college administration, and to instill and promote a greater spirit of progress and loyalty for our alma mater, do establish the Constitution for the Student Government Association of Mississippi Delta Community College.

## **ARTICLE 1: THE STUDENT GOVERNMENT ASSOCIATION**

### **Section 1. Name**

The name of this organization shall be the Student Government Association of Mississippi Delta Community College.

### **Section 2. Purpose and Objectives.**

The purpose of this organization shall be the following:

- A. To provide the means whereby the members of the Student Government Association may express themselves effectively in the programs of the college which affect their social, physical, intellectual, and spiritual welfare.
- B. To promote a continuous exchange of ideas and opinions between the students, faculty, and administration.
- C. To coordinate and regulate the activities of the Student Government Association for the benefit of the entire educational community.

### **Section 3. Jurisdiction**

Since ultimate responsibility for all phases of the operation of the college rests with the Board of Trustees of Mississippi Delta Community College and since the President of the College acts as their agent in all College-related matters, the Student Government Association shall have only those powers delegated to it by the President of Mississippi Delta Community College through the Division of Student Affairs.

## **ARTICLE II: MEMBERSHIP**

All students who are enrolled at Mississippi Delta Community College shall be members of the Student Government Association and shall be subject to this Constitution and its bylaws.

## **ARTICLE III: ORGANIZATION AND OFFICERS**

The Student Government Association shall be organized into two branches: A. Executive, B. Legislative (Senate).

The officers of the Student Government Association are: President, First Vice President, Second Vice President, and Secretary/Treasurer.

Section 1. The executive powers of the Student Government Association shall be vested in the Student Government President.



Section 2. The Student Government Association President shall be assisted by the following executive officers and shall be known as the President's Cabinet: First Vice President, Second Vice President, Secretary of the Student Government Association, Commissioner of Elections, and a Reporter.

Section 3. The Legislative powers of the Student Government Association shall be vested in the Student Government President and the Senate consisting of representatives from the Men's Residence Hall, Women's Residence Hall, Capps Center, Drew Center, Greenville Higher Education Center, and the Greenwood Center.

The President of the Student Government Association shall serve as Chairman of the Executive Branch.

The Cabinet or any portion thereof shall meet at the president's discretion to discuss matters relative to the student government.

Section 4. *Duties of Officers.*

A. *The President of the Student Government Association shall perform the following duties:*

1. Preside over meetings of the SGA.
2. Veto or sign acts or resolutions of the Student Government Association and amendments to the Constitution proposed by the body, provided that he/she exercises that power within ten (10) school days after passage of said act, resolution, or amendment.
3. Prior to the beginning of the school term, present a yearly agenda to the Student Government Association.
4. Appoint executive committee members as outlined.
5. Remove any officer or committee member whom he/she has appointed to a position in the Executive Branch with the concurrence of a majority of the SGA executive committee.
6. Instruct and require reports from executive committees and members, and approve all policies made by them.
7. Perform all other executive functions proper as the chief executive officer of the Student Government Association.

B. *The First Vice President of the Student Government Association shall perform the following duties:*

1. Serve as principal assistant to the president of the Student Government Association.
2. Perform the duties of the President in his/her absence or incapacity.

- C. *The Secretary* of the Student Government Association shall perform the following duties:
1. Conduct all correspondence of the Student Government Association.
  2. Record the proceedings of the Student Government Association.
  3. Maintain all records and files of the Student Government Association.
- D. *The Second Vice President* of the Student Government Association shall perform the following duties:
1. Serve as second assistant to the President of the Student Government Association.
  2. Represent the freshman class and present ideas for activities and student involvement.
- E. *The Commissioner of Elections* of the Student Government Association shall perform the following duties:
1. Manage and assist students in the election process.
  2. Assist students with ballots and voting at the specified times and locations.
- F. *The Reporter* of the Student Government Association shall perform the following duties:
1. Take photographs during any SGA sponsored event or conference.
  2. Post the photographs on the SGA web link of the Mississippi Delta Community College Website.

#### Section 5. *Qualifications of Officers*

All candidates for the Student Government Association officers shall be currently enrolled and have attained an overall grade point average of 2.0 on a 4.0 scale, or have satisfactorily progressed in vocational education.

Students who are currently on academic or disciplinary probation may not hold or seek an office of the Student Government Association or be a member of the President's Cabinet. The Vice-President of Student Services office shall organize and supervise the selection process.

#### Section 6. *Term of Office*

Student Government Association President shall be selected during the Spring Semester of school no later than four (4) weeks prior to the end of semester. He or she shall serve for a period of one year to begin the day after graduation until the day of graduation the following year.

The term of office for all appointed members (First Vice President, Second Vice President, Secretary, Commissioner of Elections, and Reporter) of the executive branch shall be limited to the term of office of the executive officer who appointed them.

#### *Section 7. Succession to the Presidency*

In case of the removal of the President from office for any reason or for inability to perform the duties, the First Vice President shall assume the office. A selection will be held to fill the Vice President's Office no later than three (3) weeks after succession of Vice President to President.

#### *Section 8. Limitation of Power*

Policies adopted by officers and committees of the Executive Branch shall be subject to approval by: (1) Division of Student Affairs, (2) the President of the College or by the Board of Trustees of Mississippi Delta Community College.

### **ARTICLE IV: THE LEGISLATIVE**

#### *Section 1. Senate*

All legislative powers of the Student Government Association shall be vested in the Student Senate.

The Student Government Association Senate shall be composed of elected students from the Men's Residence Hall, Women's Residence Hall, Commuting students, Capps Center, Drew Center, Greenville Higher Education Center, and Greenwood Center.

#### *Section 2.*

- A. The President of the Student Government Association shall preside.
- B. The First Vice President of the Student Government Association who shall be the Parliamentarian for the purpose of advising on matters of parliamentary procedure.
- C. The Secretary of the Student Government Association shall be a member for the purpose of keeping the Student Government Association records and taking the minutes of meetings.
- D. The Second Vice President shall assist the President and/or the First Vice President for the purpose of advising on matters of parliamentary procedure.
- E. The Senators from the Men's Residence Hall, Women's Residence Hall, Commuting students, Capps Center, Drew Center, Greenville Higher Education Center, and Greenwood Center shall maintain the responsibility to keep these locations updated on Student Government Association matters and student events.

### Section 3. *Duties*

- A. Discuss all matters necessary to the coordination and operation of the Student Government Association.
- B. Enact by vote, with the approval of a majority of the members of the Student Government Association voting, amendments to this Constitution.
- C. Confirm or reject appointments and suspensions made by the President of the Student Government Association.
- D. Impeach, by a majority vote, any appointed official of the Student Government Association.
- E. Possess the power of confirmation or rejection of the privilege to exist on campus of all student organizations except honorary student organizations.
- F. The Student Senate may by majority vote override any veto by the Student Government Association President.
- G. The Student Senate shall support the establishment of men's and women's residence hall governing body.
- H. Possess the power to summon any member of the Student Government Association to its committee or subcommittee meetings.

### Section 4. *Jurisdiction, limitation of power.*

- A. Any legislative passed by the Executive Branch which is in conflict with any rules or regulations of Mississippi Delta Community College, local or state law of the United States of America, shall be null and void from the time of its enactment.
- B. Legislation of the Student Government Association shall be subject to review when such legislation directly concerns areas of student life under administrative jurisdiction.

### Section 5. *Meetings*

The Student Senate will meet each month at a place convenient to all.

The President of the Student Government Association shall be empowered to call special meetings of the Executive Committee and Student Senate.

### Section 6. *Voting*

A majority vote of the Student Government Association Forum shall be defined as more than ½ of the members VOTING.

The **CHEERLEADERS** serve as boosters of campus school spirit, and as leaders for pep rallies and cheering squads. Regulations governing eligibility, nomination, and elections of members of this group are listed in another section of this book.

### **Cheerleader Selection**

Cheerleader selections are made approximately one month before school ends in May each year. Freshman cheerleaders are selected from area high school senior classes, and sophomore cheerleaders are elected from the college freshman class.

Cheerleaders may be chosen by a panel of judges which may be composed of Student Government Association Officers, former cheerleaders, and faculty members.

The Vice-President of Student Services is assisted by the cheerleader sponsor and will be responsible for organizing and supervising the cheerleader selection process.

**DELTA DELEGATION** is a public relations/recruitment team which promotes and develops leadership skills. Team members assist the College by giving campus tours and recruiting at high school and college functions.

Delta Delegation team members are chosen through an interview process and may be students from both the academic and career-technical areas. Delta Delegation team members may receive a scholarship, one hour non-academic credit per semester, and a jacket.

The **ARTICULATORS** organization is a group of students promoting interest in the field of art. The club sponsors programs, field trips, and art exhibits on and off the campus.

The **DELTA DANCERS** dance troupe is sponsored by the Division of Fine Arts. Selection of students to participate is usually held during spring semester. All types of dances are taught, including jazz, hip hop, high kick, pom, and modern. This dance troupe performs with the MDCC Marching Band at football games during the fall semester. The group also performs at MDCC basketball games, college assembly programs, clubs, and community events. Dancers receive one hour of credit for this group. Full scholarships that cover tuition and room/board are awarded to students who are selected.

**HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA)** is a national organization for students enrolled in Health Occupations Education programs. HOSA offers the opportunity to develop leadership skills and professional, job-related skills that will be required for employment in healthcare.

The **MISSISSIPPI ORGANIZATION FOR ASSOCIATE DEGREE NURSING STUDENT ASSOCIATION** is an organization whose purpose is to aid in the preparation of student nurses for the assumption of professional responsibilities in organization work and leadership.

**PHI BETA LAMBDA (PBL)** is an association for students and faculty in business related programs of study to encourage interest and foster networking relationships in the field of business.

**SKILLS USA** is open to any Career Technical Education student.

### **CHORAL ORGANIZATIONS**

The **Ambassadors Show Choir** is a high energy performing group that serves as a public relations and recruiting medium for the College. Students are selected on the basis of a vocal and dance audition. Auditions are held several times each year. Students selected receive one hour of credit and a full scholarship, which covers the cost of tuition and room/board. The Ambassadors sing and dance to all types of music such as pop, country, patriotic, and Broadway musicals. The group performs for MDCC campus functions, statewide conventions, banquets and conferences, and schools in the district, and presents several performances during the year.

The **MDCC Singers Concert Choir** offers an opportunity to all students interested in choral singing. The choir, which performs traditional choral music, is open to anyone. No audition is required. The members of the Ambassadors Show Choir and vocal music majors are required to participate in the MDCC Singers. The choir presents concerts during the year.

### **INSTRUMENTAL ORGANIZATIONS**

Scholarships are available to those students who have participated in high school bands and who meet the entrance requirements set up by the Director of Bands.

**THE MDCC Trojan Marching Band**, known as “The Spirit of the Delta” stresses pride, leadership, and excellence in the field of instrumental music. The “Spirit” Color Guard and the Delta Dancers are an integral part of “The Spirit of the Delta.” Auditions for Delta Dancers, Drum Major, and Color Guard are held during the spring semester.

The **Ambassadors Band** is a small ensemble composed of trombones, trumpets, saxophones, drums, and guitars, and provides accompaniment for and travels with the Ambassadors Show Choir. Members are selected at the beginning of the fall semester and are chosen on the basis of talent, musical background, and ability to perform several different styles of music. Students receive one hour of credit for their participation.

The **Concert Band**, the **Jazz Band**, and other smaller ensembles perform throughout the district during the year. The purpose of these organizations is to enhance the musical knowledge of band members, to contribute to the cultural development of the college community, and promote a positive image of Mississippi Delta Community College.

## **COUNSELING AND RECRUITING OFFICE**

The Counseling, Recruiting, and Advising Office at Mississippi Delta Community College supports the mission and philosophy of MDCC by contributing to the learning process and educational experiences of currently enrolled and prospective students. Our objective is to respond to the educational, personal, and psychological needs of students that may result from the complexities involved in college enrollment and/or the preparation for college attendance. The Counseling, Recruiting, and Advising Office is dedicated and committed to understanding, honoring, and promoting the enhancement of student development.

Academic Counselors and Navigators are located in each building on the Moorhead campus. We offer a wide range of support services to our students and counsel students who seek help in a variety of areas. Specifically, common counseling issues include:

- ☐ Career exploration
- ☐ College orientation
- ☐ Course advising and educational goal setting
- ☐ Individual counseling and referrals
- ☐ General information about MDCC
- ☐ Disability services
- ☐ Student assistance programs
- ☐ Career-Technical counseling

Our commitment to the support of students, faculty and staff and the enhancement and healthy functioning of the college is reflected in the professional development and services provided by the Counseling, Recruiting, and Advising Office that include:

- ☐ New Student Orientation
- ☐ Recruitment
- ☐ Educational Presentations and Workshops
- ☐ Professional Consultation and Training
- ☐ Curriculum Advising

The Counseling, Recruiting, and Advising Office at MDCC provides services that uphold the highest degree of professional and ethical standards, specifically counseling services. We render counseling services in a safe, supportive and confidential environment. We do not share your information with anyone without your permission. However, there are legal and ethical responsibilities that include:

- ☐ Child or elder abuse or neglect
- ☐ Harm to self or others
- ☐ Legally valid court ordered subpoena
- ☐ Staff and supervisory consultation

In order to ensure that a counselor is available, students are encouraged to schedule appointments, but accommodations are made for walk-ins. An appointment may be made by calling the Office at 662-246-6454. Our counselors have an open-door policy and welcome students during office hours.

## **EMERGENCY PLANS**

### **Quick Reference**

#### **INTRODUCTION**

This plan was developed to help provide protection for the students, faculty and staff of Mississippi Delta Community College.

Please read this plan. All college personnel should be prepared to take proper action should an emergency of any type occur. Familiarize yourself with the categories.

#### **CRISIS RESPONSE TEAM**

A safety committee composed of the Vice President of Student Services and seven college personnel meet during the school year to review the safety and emergency procedures of the College. The committee welcomes comments and suggestions from the faculty, staff, and administration in making the College safer environment. A responsibility of the committee will be to review any accidents that occur on campus and determine if the accident could have been prevented and if proper emergency procedures were followed.

#### **AUTOMOBILE ACCIDENT**

If you are involved in or witness an automobile accident on Campus, you should:

Call Campus Police                      246-6470

A full report should be given to the Vice President of Student Services and the Campus Police Department by the person witnessing the accident.

#### **BOMB THREAT – DO NOT TREAT BOMB THREATS AS A JOKE**

**CALL IMMEDIATELY:** Vice President of Student Services, Ext. 246-6442, 6443, or 6444 and to Campus Police Department: 246-6470. Action to be taken will be as directed by the Vice President of Student Services or a designated representative.

**EVACUATE THE BUILDING:** Everybody must leave the building immediately. All personnel, when evacuated, will be moved to their respective evacuation area. Call the Campus Police Office (246-6470) or the Vice President of Student Services Office (246-6442) to report the bomb threat. (See Building Evacuation)

**STAY IN A SAFE AREA** until the building is declared safe by authorities, stay out of the facility. Count heads to see that everyone in your area is out of the building.

#### **CIVIL DISTURBANCE**

A civil disturbance is any set of circumstances that in the judgment of the administration would cause a disruption of normal college activities and would potentially jeopardize the safety of students, faculty, or staff.

Call the Campus Police (246-6470) or the Vice President of Student Services (246-6442) to report these incidents.



## **HAZARDOUS WEATHER**

When the weather conditions are severe enough to warrant limited activities at Mississippi Delta Community College, students and employees will be advised by listening to their local radio and TV stations (Greenwood, Greenville and Cleveland). Announcements and other information regarding MDCC operations will be provided by the above local TV and radio outlets. For additional information call the Office of Public Relations and Special Events 246-6405.

## **TORNADOES**

All persons in the building will be alerted as to the emergency situation by telephone, police radio, and word of mouth. All college personnel (FACULTY, STAFF, AND STUDENTS) should go immediately to the designated areas for their respective building.

In each building, contact people have been identified. They will be notified when warnings are issued. These contact people are listed on the last page of this book. Please follow their instructions.

A siren will sound if a tornado warning is given for the immediate vicinity. One long blast 15-30 seconds means a tornado is in the area.

## **PHYSICAL PLANT (BUILDING PROBLEMS)**

### **ELECTRICAL/LIGHT FIXTURE**

Call the Physical Plant at 246-6441 or 246-6461 (Day) or (Night) Campus Police at 246-8011.

### **PLUMBING FAILURE/FLOODING**

Stop using electrical equipment immediately. Call the Physical Plant; (Day) 246-6441 or 246-6461 or (Night), Campus Police at 246-8011.

### **GAS LEAKS**

**Stop all operations.** Leave the building. Do not touch light switch or use any electrical equipment, including cell phones. **This will cause an explosion. Call the Physical Plant at 246-6441 or 246-6461 (Day) or (Night), Campus Police at 246-8011. The Vice President for Student Services (246-6442), the Director of Student Life (246-6445), and Campus Police (246-6470) will also need to be contacted. The Campus Police Emergency number is 246-8011.**

### **VENTILATION PROBLEMS**

If smoke or foul odors come from the ventilation system, immediately notify the Physical Plant **at 246-6461 (Day) or (Night), Campus Police at 246-8011.**

### **WEEKENDS/NIGHTS**

Physical Plant emergency services can be reached through the on-duty Campus Police Officer by calling the Campus Police Emergency Number: **246-8011.**

### **SERIOUS INJURY OR ILLNESS**

Report the injury/illness to the Vice-President of Student Services Office (246-6442) or the Campus Police Emergency Line (246-8011).

1. The Vice-President of Student Services or his designated representative will call for emergency medical services and/or transportation to local health care facilities.
2. In case of injury or illness, the Vice President of Student Services will notify the involved person's family.
3. All safety precautions should be enforced and injured persons should not be moved until they have been checked.
4. A full report should be given to the Vice President of Student Services by the person administering aid to the victim.

### **SMOKE/FIRE**

**When smoke or fire is discovered in any building on campus, take the following steps immediately:**

1. **Warn others: Identify others in the building that are not familiar with the evacuation procedures.**
2. **Call the Campus Police Emergency Line at 246-8011.**
3. **Evacuate the Building.** Supervise students and others and proceed to the designated area for your respective building.
4. **Stay Clear.** Building Coordinators and instructors will make sure occupants are evacuated to their respective areas.
5. **Count Heads.** Each instructor or department head will make sure all his/her students/employees are out of the building and notify Campus Police if someone is missing.
6. **Keep Access Roads Open.** College personnel will make sure that access roads are kept open for emergency vehicles.
7. **Use Fire Extinguishers.** Attempt to put the fire out. Know the location of and how to operate fire extinguishers in your building.
8. **Stay in a Safe Area.** No one, absolutely no one, will be allowed to go back into the building for any reason until the fire department officials declare the area safe.

**BUILDING EVACUATION**

<b>Stennis-Penrod Women's Dormitory</b>	<b>Jim Randall Football Stadium</b>
Edwards-Stonestreet Men's Dormitory	Soccer Field
<b>Herman Thigpin Cafeteria</b>	<b>Jim Randall Football Stadium</b>
J. T. Hall Coliseum	Jim Randall Football Stadium
<b>Jack Harris Maintenance Building</b>	<b>Practice Football Field</b>
Allen-Foley Career-Technical Center	Soccer Field
<b>Jack Harper, Jr. Science Building</b>	<b>Jim Randall Football Stadium</b>
Horton Building	Jim Randall Football Stadium
<b>Yeates Fine Arts Building</b>	<b>West side Cherry Street and Hwy 3.</b>
Boggs-Scroggins Student Services Center	West side Cherry Street and Hwy 3.
<b>Tanner Hall</b>	<b>West side Cherry Street and Hwy 3.</b>
Library	West side Cherry Street and Hwy 3.
<b>Horton Annex</b>	<b>Jim Randall Football Stadium</b>
Greer-Stafford Allied Health Building	Soccer Field
<b>Law Enforcement Training Academy Classroom</b>	<b>Jimmy Bellipanni Baseball Complex Parking Lot</b>
<b>Stauffer-Wood Administration Building</b>	<b>Open lot behind the building</b>

## COLLEGE RULES AND REGULATIONS

### MDCC Campus Traffic and Parking Regulations

Students and staff who wish to operate any type of motor vehicle on the MDCC campus must register the vehicle with the Campus Police Office. When the vehicle is registered, a parking permit will be purchased by the student. This parking permit allows students to park in any DESIGNATED parking space on campus that is not reserved for faculty, resident female students, or restricted (yellow curb). **Parking permits must be permanently placed on the inside rear window on the left side. Fees for parking permits must be paid in Cash or by Check. Note: Financial Aid does not cover the cost to register a vehicle on campus.**

#### The following areas are restricted parking for students:

1. All white-striped parking areas — reserved for faculty only.
2. All disabled parking reserved for disabled persons.
3. Any other areas restricted which may be marked off with orange cones, yellow lines or curbs, or barricades, and all other “no parking” areas.
  - a. All vehicles must be parked in a designated area.
  - b. Green curbs and lines reserved for female resident students only.
  - c. Yellow lines designated for all other students.
  - d. White lines designated for faculty and staff only.
  - e. Resident students may not move their vehicles from the residence hall parking lot before 12 noon.
  - f. Students can park only in marked yellow lines.

#### Penalties will also be assessed for the following violations:

1. The school zone speed is 20 miles per hour.
2. No persons will be permitted to ride on the outside of vehicle fenders, bumpers, etc.
3. The administration reserves the right to restrict the use in part or entirely, of any car which becomes instrumental in endangering the welfare of the individual or the school.
4. Bicycles may not be operated on sidewalks. Bikes must have lights or reflective tape affixed to them if operated after dark.
5. Students are not allowed to ride on the hood of cars or to hang out of the windows.

6. Three-wheelers, four-wheelers, and dirt bikes are not allowed on campus. All motorcycle riders must wear a helmet.

### **Penalties Will Be Assessed for the Following Violations**

PARKING ON THE GRASS.....	25.00	NO CAMPUS PERMIT.....	20.00
RECKLESS DRIVING.....	50.00	SPEEDING.....	25.00
DOUBLE PARKING OR		STOP SIGN VIOLATION .....	20.00
BLOCKING VEHICLE .....	25.00	LITTERING .....	25.00
YELLOW LINE OR CURB.....	20.00	DISABLED PARKING	
EXCESSIVE NOISE, TO INCLUDE		SPACE .....	50.00
RADIOS, HORN BLOWING,		PARKING IN FACULTY .....	20.00
LOUD MUSIC.....	25.00	IMPROPER LANE USAGE .....	20.00
IMPROPER MUFFLER.....	25.00	NO PARKING ZONE .....	20.00
BLOCKING DRIVEWAY .....	25.00	IMPROPER DECAL	
BACKING INTO A PARKING		PLACEMENT .....	20.00
SPACE .....	20.00	PARKING IN THE OPPOSITE	
		DIRECTION .....	20.00

•These fees are subject to change.

All other penalties are fined according to violation.

• Students may receive multiple tickets in the course of a day.

• \$10.00 fee for incident, accident, and offense reports. Note: Please allow a minimum of seven days after the incident to pick up an incident report

### **Tow Away Policy**

Students who fail to register their vehicles by refusing to display a decal or who repeat parking violations are subject to having their vehicles towed away. The students must pay the tow away fee. Mississippi Delta Community College reserves the right to further regulate the use of motor vehicles by students or employees who refuse to abide by the parking and traffic regulations.

### **Drug-Free Schools and Communities Policy**

Mississippi Delta Community College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on school premises as part of its activities in compliance with the Drug-Free Schools and Communities Acts of 1989 Public Law 101-226.

### **Policy Prohibiting Drugs and Alcohol**

- a. Mississippi Delta Community College strictly prohibits the unlawful possession, use, or distribution of illicit drugs including drug

paraphernalia, and alcohol on campus and during any college sponsored activities.

#### STUDENTS

- b. The following is a list of minimum disciplinary actions that will be taken should a student choose to violate the drug and alcohol regulations on the Mississippi Delta Community College campus:
- c. The illegal use and/or possession of illegal drugs will result in but not limited to automatic suspension from the residence halls, with a maximum possible penalty of suspension from the college.
- d. The use and/or possession of alcoholic beverages will result in
  - 1. 10 hours of supervised work
  - 2. \$200.00 fine
  - 3. mandatory counseling until the student is released from the counseling center
  - 4. probation and/or possible suspension as a resident student with a maximum possible penalty of suspension from the College

#### EMPLOYEES

- e. Employees who are guilty of violating the above stated policy can expect to face disciplinary action, which may include:
  - 1. Suspension as an employee from the College.
  - 2. Referral to law enforcement agency.
  - 3. Termination from employment.
  - 4. Any other disciplinary action deemed appropriate by the College President or the Board of Trustees.
- f. Illicit drugs are defined in Section 202 of the Controlled Substance Act; and the Mississippi Uniform Controlled Substance Law, Mississippi Code Supplement (1989). Alcoholic beverages are defined in Sections 41-29-139, 141, 61-1-37, 81, 97-29-7 of the Mississippi Code Annotated for 1972 (1989 Supplement).

As specified in Section 41-29 142, 41-29-139, 61-1-37, 61-1-81, 97-29-47 of the Mississippi Code Supplement, legal sanctions are applied to the following actions: possession of alcohol on college property; public drunk on college property; utilization of false ID to obtain alcohol; driving under the influence of alcohol; possession of illicit drugs, sale of illicit drugs near schools; possession of paraphernalia; and sale of paraphernalia.

Sanctions range from fines of \$25 to \$1 million and jail sentences of 30 days in the county jail to 30 years in the state penitentiary.

### **Drug-Free Environment Policy**

Mississippi Delta Community College is committed to maintaining a drug-free environment in conformity with state and federal laws as set forth in the Uniform Controlled Substances Law of the State of Mississippi.

#### **HEALTH RISK ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL**

- Increased pulse and heart rate
- Increased blood pressure and temperature
- Chills, nausea, and irregular breathing
- Possible permanent genetic damage
- Heart irregularities, coma, even death
- Predictable cycles of “high,” energetic to tired, depressed, irritable “lows”
- Major organ damage to the: brain, lungs, liver, spleen and stomach
- Risk of AIDS and other infections from sharing needles
- Accidents and car crashes while under the influence
- Overdoses may be lethal

### **Counseling Services**

Mississippi Delta Community College is committed to student development and success. Our Office of Counseling & Recruiting offers personal counseling, career counseling, and academic counseling/advising.

Faculty and staff members are encouraged to refer students to the Office of Counseling and Recruiting for counseling and advising services. Counseling appointments are not necessary for faculty or students; however, referrals and appointments may be set by calling 662-246-6456 (Moorhead), 662-453-7377 (Greenwood), or 662-332-8011 (Greenville).

Counseling sessions are confidential, with exception to cases involving child or elder abuse, harm to self or others, and legally valid court order subpoena.

### **Mississippi Code 97-37-17 Weapons and Explosives**

It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and any sharp-pointed or edged instrument. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more

than one thousand dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

### **Guns Are Strictly Prohibited On Campus.**

It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any powerful explosion on educational property. Any person violating this subsection shall be fined not more than five thousand dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

### **Tobacco Use Policy**

The Surgeon General of the United States has documented that the use of tobacco is harmful to the health of our citizens and that secondary smoke can be a health hazard to non-smokers; therefore, Mississippi Delta Community College prohibits the use of tobacco on any campus or instructional site.

**Enforcement:** Complaints regarding this policy should be referred to the Office of Vice-President of Student Services.

- a. Students - The maximum possible penalty may be suspension.
- b. Faculty And Staff - Maximum possible penalty may be termination.

### **REGULATIONS GOVERNING CAMPUS SOLICITATION**

A. Private businesses may not be conducted on college premises. Exceptions to the solicitation policy will be made by the office of Vice-President of Student Services only when the student organization has requested a particular service and when such service is directly relevant to the purposes of that organization.

B. Recognized student organizations may solicit membership and dues at meetings. Money may not be raised for projects not directly connected with a college activity and not approved by the Vice-President of Student Services office.

C. Recognized student organizations may engage in fund raising activities with the approval of the Vice-President of Student Services and under the



following conditions:

1. That such activities do not conflict with the educational purposes of the College.
2. That no door-to-door solicitation in college residence halls is involved.
3. That no disruption of traffic, either vehicular or pedestrian, is involved.
4. That funds derived from such activity must be used for purposes consistent with the goals of the organization.
5. A financial report, certified by the organization advisor, must be submitted in writing to the Vice-President of Student Services office within than two weeks following the event.

## **RIGHTS OF ASSEMBLY AND ASSOCIATED ARRANGEMENTS**

For rights of assembly and associated arrangements, the office of Vice-President of Student Services and the office of Public Relations and Special Events must be contacted ten days in advance to request permission for such activities so that no interference with campus order occurs.

Only currently enrolled students, faculty members and/or recognized student organizations may organize or participate in demonstrations on the campus. Demonstrations which become disruptive or set an atmosphere which invites or leads to disruption; which interfere with the rights of other members of the academic community; or which results in physical harm to persons, damage to individual or college property, or attempted or actual unauthorized entrance of college buildings are expressly prohibited.

Students who organize, encourage, and participate in demonstrations which disrupt and interfere with campus order and access are subject to regular disciplinary action which may result in expulsion.

## **STATEMENT OF STUDENTS' RIGHTS AND RESPONSIBILITIES**

Mississippi Delta Community College recognizes that there are certain indisputable rights and responsibilities of students. These rights are as follows:

1. The right of admission and access to educational programs offered by MDCC for which the student is qualified.
2. The right to participate in student organizations approved by MDCC for educational, political, social, religious, or cultural purposes.
3. The right to have a voice concerning college rules, regulations, and policies through participation in approved student organizations and campus committees.
4. The right to freedom of inquiry, freedom of thought and freedom of expression.
5. The right to search for truth and knowledge without abridging a searcher's right to reveal his/her findings.
6. The right to pursue legitimate activities without interference, intimidation, coercion or disruption.

7. The right to expect the rights and freedoms guaranteed under the Constitution of the United States.
8. The right to the preservation of academic freedom without any effort or attempt by any individual, group or organization to limit these freedoms by disrupting the legitimate activities of the College.
9. The right to open communications for all concerns, issues and grievances to be pursued openly and thoroughly through college policies and procedures; therefore, coercive negotiation is not acceptable, for it is in basic conflict with the openness of academic freedom.

MDCC recognizes that students have certain responsibilities that accompany the rights listed above:

1. The responsibility to be familiar with the *MDCC College Catalog/Student Handbook* and other published college rules, regulations, and policies in order to maximize educational experiences at MDCC.
2. The responsibility to recognize the College's authority, abide by the code of conduct, maintain honesty, respect the rights of others, value private and public property and assume the consequences of one's own actions.
3. The responsibility to attend class regularly and successfully meet the expectations set by classroom instructors.
4. The responsibility to meet financial obligations and deadlines.
5. The responsibility to see that personal dress will not disrupt the educational or social environment.

If, notwithstanding efforts to maintain freedoms essential to the academic community, disruptive activities occur, the following action will be initiated. The provisions of this policy are in addition to those of civil law.

The College has defined a disruptive activity as any action by an individual, group, or organization to impede, interrupt, interfere with or disturb the holding of classes, the conduct of college business or the authorized scheduled events and activities of any and all segments of the College.

### **UNIFORM REGULATIONS FOR OFF-CAMPUS SPEAKERS INVITED BY ORGANIZED STUDENT AND FACULTY GROUPS**

The freedoms of speech and assembly guaranteed by the first and fourteenth amendments to the United States Constitution shall be enjoyed by the students and faculty and staff of MDCC as respects the opportunity to hear off campus or outside, speakers on the campus. Free discussion of subjects of either controversial nature shall not be curtailed.

However, as there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting of speech, the issuance of

invitations to outside speakers shall be limited in the following particulars, but only in the manner set forth herein:

1. A request to invite an outside speaker will be considered only when made by a member of an organized student or faculty group, recognized by the President of the College.
2. No invitation by an organized group shall be issued to an outside speaker without prior written concurrence by the appropriate administrator and the President of the institution, or such person or committee as may be designated by him/her (hereafter referred to as his/her authorized designee), for scheduling of speaker dates and assignment of campus facilities;
3. Any speaker request shall be made in writing by an officer of the student or faculty organization desiring to sponsor the proposed speaker not later than ten calendar days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization, the proposed date, time and location of the meeting, the expected size of the audience and topic of speech. Any request not acted upon by the head of the institution or his/her authorized designee, within four days after submission shall be deemed granted.
4. A request made by a recognized organization may be denied only if the head of the institution, or his/her authorized designee, determines, after proper inquiry, that the purposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such action as:
  - a. The violent overthrow of the government of the United States, the State of Mississippi, or any political subdivision thereof; or
  - b. The willful damage or destruction, or seizure and subversion, of the institution's buildings or on the property; or
  - c. The forcible disruption or impairment of, or interference with, the institution's regularly scheduled classes or other educational functions; or
  - d. The physical harm, coercion, intimidation, or other invasion of lawful rights, of the institution's officials, faculty members or students; or
  - e. Other campus disorder of a violent nature.

In determining the existence of a clear and present danger, the head of the institution, or his/her authorized designee, may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any state educational institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution.

## **FREE SPEECH AREA**

The area of the Main Campus near the Little Bell Tower is designated as the College's free speech area. Like many of those in place on other public campuses, MDCC's free speech area resulted from U.S. Supreme Court decisions in the late 1960's that said public schools could not deny any person's First Amendment guarantee of freedom of expression. However, the Court also ruled that institutions could dictate the time, place and manner of free speech in such areas. MDCC's site was selected on the basis that it is centrally located and can be avoided by pedestrians who do not wish to hear what is being said. No PA systems are permitted and the area may be used only during daylight hours. Any individual or organization utilizing the free speech area must request to use the space through the Vice-President of Student Services Office located on the second floor of Tanner Hall.

## **STUDENT CODE OF CONDUCT**

One of the objectives of MDCC is to develop self-reliance and to form desirable and acceptable habits of conduct. All students will be expected to be truthful, to respect the rights of others, and to have regard for the preservation of state and college property as well as the private property of others. At the time of registration each student signs a pledge to conform to established policies of the college and additional ones which may be deemed essential by the Administration or the Student Association.

Some acts of misconduct which are unacceptable and subject the student to disciplinary action are listed below. Those apprehended and proven guilty of violating these regulations may receive a maximum penalty of dismissal from the College. It is the student's responsibility to read and know the following regulations.

1. Students are required to tell the truth in all forms of written and verbal communication with the College.
2. Cheating or knowingly furnishing false information to the College to include plagiarism.
3. The use and/or possession of illegal drugs or narcotics will result in the automatic suspension from the residence hall and other disciplinary actions.
4. Theft and vandalism, destroying, damaging, or defacing college property, to include the property of any member of the college community.
5. Hazing: in any form by clubs, individuals, or groups.
6. Financial Irregularities: Giving bad checks, failure to pay bills.
7. Riotous Conduct: Participation in riot, mob, or unapproved demonstration in residence halls, on or off campus.

8. Traffic: Violation of parking, speeding, reckless driving, running stop signs, and other college traffic regulations.
9. Identification: Failure or refusal to present ID card upon request to any official of the College.
10. Fires: Setting of, or adding to, unauthorized fires on college property.
11. Official Announcements/Use of Bulletin Boards: Students will be held responsible for reading of official announcements placed on bulletin boards in each building on campus daily. Any persons wanting to place announcements on campus bulletin boards must get prior approval from the Vice-President Of Student Services Office.
12. Fishing and Swimming in the Campus Lake: Students are allowed to fish in Trojan lake but swimming and boating are strictly prohibited. Riding horses on campus is prohibited except by special permission.
13. Penalties or Assessments: Any penalties or assessments levied by the administration or a governing committee must be cleared before any school record of the person concerned will be transferred or released.
14. Social Behavior: Any type of social behavior exhibited by a student on the campus or while under the jurisdiction of the school which projects a negative image upon the school will incur disciplinary action. Sexual interaction is not allowed on campus.
15. Excessive Noise: Excessive noise and/or boisterous conduct which disrupts students, faculty, or residents who may be studying or resting is prohibited. Portable sound systems are not allowed on the campus except in the student's room in the residence hall.
16. State and Federal Laws: Any other conduct which constitutes a violation of state or Federal laws.
17. All students are expected to be reasonably cooperative and to follow specific directions when given by college staff members.
18. Disruption: Any conduct by an individual in the classroom or group of individuals on campus, or near the campus that disrupts the learning process, or disturbs classes, or disrupts authorized college activities is strictly prohibited. Boisterous or any type of horseplay that risks the safety of student, faculty, staff or visitors is strictly prohibited.

19. Students are expected to conduct themselves in a respectful manner and abide by all rules and regulations of the college. Note: No one has the right to **save a place in the food line**. Persons who break line will forfeit their dining privileges or be charged a fine.
20. Use of vulgar or profane language and/or physical or verbal abuse of any person, or the use of words, behaviors and/or actions which intentionally inflicts mental, physical or emotional distress on others, or disrupts the educational environment at Mississippi Delta Community College.
21. Unauthorized Use of College Facilities: To include entry or exit and the use of residence halls for soliciting or conducting business.
22. Inciting others to violate written college policies.
23. Anyone found guilty of tampering with electrical systems or fire prevention systems or equipment.
24. Students are responsible for their guest on campus. Guests and visitors must observe all college regulations.
25. Students may not loan their ID cards to any other person for use at anytime.
26. Students must abide by all residence hall policies.
27. Any student charged with or convicted of a violation of law, or college regulation injurious to the health and welfare of the college community shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and the circumstances of the case, by the President of the College or his delegate.
28. The conviction of a student for a criminal offense of any kind which interferes with the orderly educational operation of the College or of a kind, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the members of the College community shall be sufficient grounds for administrative disciplinary action against such student.
29. Gambling in any form, is prohibited.
30. Students are not allowed to bring pets on campus without special permission from the Vice-President of Student Services office.
31. Reproduction of keys to any MDCC locks is prohibited.
32. Students are not allowed to bring children to school.

33. MDCC reserves the right to search any residence hall room or vehicle for the welfare and safety of people, the protection of property, and the possible violation of law or college rules wherever there is reasonable cause, the Vice-President of Student Services or other authorized college officials may search a vehicle. The student will be present when possible; however, in all cases a witness will be present.

## **DISMISSAL-DISCIPLINARY**

A student can be dismissed from school for failure to comply with school regulations concerning conduct. If a student is dismissed for disciplinary reason, he shall not be permitted on the MDCC campus during his/her period of suspension from college.

## **STUDENT HOUSING**

The college residence halls provide living quarters for men and women. All rooms are furnished; however, each student is responsible for their personal bed linens, towels, pillows, toiletries, and other needed items.

Residential room housing assignments are administered as followed:

1. The priority assignments will be made to those students who provide special service to the institution which makes it imperative that they live on campus (i.e. athletes, performance groups and leadership based organization members).
2. The next assignments generally will be extracted from students who live in our supporting counties. However, consideration will be given to those individuals who are considered out-of-district and out-of-state students with compelling circumstances. Ex. Resident who is enrolled in a special program such as nursing, radiology, or dental hygiene.
3. Any remaining space will be assigned according to the date on their housing application.

Residence hall room assignment confirmations are generally made by the Vice President of Student Services in May for those entering during the fall semester. Other housing accommodations are made as rooms become available.

All housing applications must be accompanied by the \$75.00 non refundable room reservation fee. All rooms are furnished to accommodate three occupants.

The occupants of each room will be held liable for any damage to the room and furnishings. Any assessment made for damage must be paid before a transcript of grades can be issued. Part-time students (less than 12 hours) may not live in on-campus housing. Residents must maintain a 1.75 grade point average to maintain their room assignment. Those who fail to meet this requirement will be placed on academic

probation by the Vice President of Student Services' Office with an additional semester to improve their academic standing, Note: Failure to comply will result in forfeiture of one's room assignment.

All room changes must be approved by the Assistant to the Vice President of Student Services. A student who makes an unauthorized room change will be subject to a monetary fine.

The College reserves the right to inspect rooms and to move any student to another assignment for reasons of but not limited to conflict amongst roommates, space management and maintenance work.

### **HOUSING DIRECTOR:**

New Girl's Residence Hall .....	246-6000 or 6580
Edwards-Stonestreet Resident Hall – Men.....	246-6588 or 6575
Campus Police .....	246-6470
Campus Police Emergency Line.....	246-8011
Vice-President of Student Services' Office .....	246-6442
Sunflower County Sheriff's Office.....	887-2121

**Mississippi Delta Community College is not liable for any loss of possessions due to fire or natural disaster.**

Any student living in the residence hall who leaves overnight or for an extended period of time must notify his/her parents or the Housing Director.

When notifying the Housing Director, you must do so in writing. Please let the Housing Director know how to get in touch with you in case of an emergency. Students are encouraged to let roommates know where they are going whenever they leave the Residence Hall. Each student is responsible for the following policy.

If you notify your parents, you are NOT required to notify any College staff member.

### **RESIDENCE HALL REGULATIONS**

(These are in addition to rules and regulations listed under student conduct.)

Residence Hall represents a unique living facility, unlike any other. It is not a house or motel or barracks or a private apartment. It is a group living facility for single



students designed for sleep and study. Most halls also provide space for social and creative activity.

A. Financial Responsibility: The assigned occupants of a residence hall are financially responsible for all property that is a part of that room. Residents will be checked in by the Residential Hall Director, checked out when they leave, and held accountable for any damage that occurs while living there. Admission to residence hall and room assignments are made by the Assistant to the Vice President of Student Services with consultation from the Residential Hall Director after a student pays a room reservation fee and pays fees for semester to the Business Office.

B. Group-Living Considerations: Group-living situations require that every individual conducts his/her affairs with consideration for others in mind. Reasonable quiet that is conducive to academic pursuits as well as allowing for sleep and relaxation must be observed at all times. Residents violating the rights of others or causing disruption in the group living situation may be referred to the Vice-President of Student Services for appropriate action.

C. Room Assignments: Rooms will be assigned by the Assistant to the Vice-President of Student Services with consultation from the Residential Hall Director. Roommate requests will be honored if space permits. The Residential Hall Director may change room assignments of students if vacant spaces exist or behavior of individual students makes it necessary.

D. Limitations: Residents may not have electrical appliances with heating elements without prior approval by the head resident. No cooking is permitted in the rooms. Electric irons and hair dryers are permitted. Small refrigerators may be used in the room with special written permission from the Vice-President of Student Services.

E. Decorations: Room decorations such as pictures, pennants, and calendars may be posted only in such manner as to avoid damage to walls, doors, etc. Any damage resulting from improper posting will be assessed to the residents. Display of lewd or obscene pictures is prohibited.

F. Vacation Periods: Room charges will not cover any college holiday period. Residents unable to travel home at these times will be required to move during holidays. Occupants may not leave items in their rooms during summer vacation.

G. Inspection: The College reserves the right to inspect any room at any time in the absence of a student. Pets of all kinds and types are prohibited and cannot be kept in the residence.

H. Damages: Willful destruction or damaging of college, public, or private property, such as: tampering with lighting or electrical equipment, vending

machines, telephones, doors, windows, etc., and unnecessary noises or “horseplay” are prohibited. All musical instruments must be played in the Band Hall only.

I. Unauthorized Moving: Written permission must be obtained by the student from the Residential Hall Director for room changes. A \$50 fee will be assessed if a student fails to check out in person with the Resident Hall Director.

J. Lobbies: All resident hall lobbies will be closed at 10:00 p.m. and locked at 2:00 a.m. and unlocked no earlier than 7:00 a.m.

K. Visitors: Members of the opposite sex are not allowed in any of the corridors or bedrooms unless special permission has been obtained from the Residential Hall Director. Residential students may not have visitors between 10 PM and 2 PM unless they have special permission from the Head Resident or the Vice-President of Student Services.

L. Overnight House Guests: Students may have overnight house guests of the same sex when written permission is granted by the Vice-President of Student Services, all roommates approved and a bed is available. Overnight house guests must be 15 years of age or older. House guests are expected to observe the same regulations as student residents. The guests’ host will be held responsible for any infringement of house regulations.

M. Head Resident: The person in charge of the Resident Hall in which you live is the Hall Director. The Hall Director will enforce all rules and regulations and report offenders to the Vice-President of Student Services.

N. Resident students living on campus must report any unannounced or unauthorized visitors to the Campus Police or the Head Resident.

O. Mail: Mail is picked up each day in the Administration Building. Stamp your letters and put in the mail box in Administration Building. (Stamps may be purchased in the bookstore.) Do not place money in a letter to be mailed. Mail boxes may be rented by students at the local post office in Moorhead. Incoming mail should contain name, MDCC Hall, Room Number, P. O. Box 668, Moorhead, Mississippi 38761

P. Safety: Admission to the Residence Hall after 2:00 a.m. may be accomplished by presenting current ID to MDCC Police Officer on duty. The Campus Police Department will keep a current list of residents for late admission to Residence Hall. Keep room locked at all times when you are not in your room. You are responsible for keeping up with your possessions.

Q. Loitering: Loitering around Residence Hall by non-residents will not be permitted. Persons not residing in the resident hall are not to be in or around building.

R. Telephones: Individual telephones may be installed in the student's room. Students are to contact the telephone company for installation of phone.

S. Laundry: Coin-operated washing machines and dryers are located in each residence hall for student use.

T. Accidents and Illness: Residents should contact the Residential Hall Director if they become ill or have an accident. The Residential Hall Director will secure medical attention if necessary. Parents will be notified of hospitalization if necessary or confinement to bed rest is required. Students are requested to remain at home during time of confinement as family doctor is more familiar with past medical history and contagious viruses spread rapidly in group-living situations.

U. Counseling: Each Residential Hall Director is on call 24 hours a day concerning personal difficulties that may arise. Information and referral to the counseling center will be used if situation dictates.

V. Hours: Students living in the Residence Hall will have self-regulating hours with supervision. The lobby of each Residence Hall will be locked at 10 p.m. each night. Students on campus must be in their rooms by 11 p.m. Students who come in after 11 p.m. should go directly to their respective Residence Hall. Students will be expected to come in no later than 2 a.m. The Mississippi Delta Community College campus is closed between 2 a.m. and 6 a.m. Students who have prior approval to stay in the Residence Hall on closed weekends must be in their rooms by 11 p.m.

W. After 10 p.m. each evening non-students will not be permitted on campus.

X. MDCC Police Department may stop all vehicles entering campus between 10 p.m. and 6 a.m. The South Entrance to campus should be used after 10 p.m. each evening.

Y. Residency: Any person who has a conviction on a drug-related charge, or, one who is awaiting final disposition of his case on a drug related charge which may take longer than ten days, or, one who has been indicted on a drug-related charge will not be eligible to live on campus.

Z. Meal Plan: All students living the Residence Hall must purchase a meal plan. Meal plans are valid for all meals served in college cafeteria (Monday morning through Friday noon).

AA. Closed weekends: in order to conserve energy and maintain a low cost of housing for students, weekends will be designated as closed on the Mississippi Delta Community College campus. On closed weekend, In District and some Out of District Students will not be allowed to stay on campus from Friday afternoon after 12 p.m. until Sunday afternoon at 4 p.m. Please note that not all weekends will be closed. The College reserves the right to make limited exceptions to this policy. NOTE: If your group has special permission to stay on a closed weekend, curfew is 10 p.m. to 6 a.m.

BB. Students are not to temper with fire extinguishers and alarm systems. Any student who violates this directive will be dismissed from the residence hall.

## **ACADEMIC REQUIREMENTS FOR RESIDENTIAL STUDENTS**

Residential students must maintain 12 hours on campus work and a 1.75 cumulative grade point average each semester to live in the Resident's Hall. NOTE: Online courses will not be counted in the 12 hour minimum.

## **RESIDENTIAL HALL REGULATIONS FOR COMMUTING STUDENTS**

Commuting and visiting students may visit the Residential Hall if they receive permission from the Residential Hall Director and are accompanied by a residential student. All visitors must abide by the rules and regulations of the Residence Hall.

Visitors are not allowed in the Residence Hall from 10 p.m. to 2 p.m. each day without permission from the Residential Hall Director.

## **DISCIPLINARY PROCESS FOR STUDENTS**

The Vice-President of Student Services is assisted in the disciplinary determination by a series of councils, which hear cases assigned to them. These councils are:

### **Administrative Hearing Officer:**

An administrative hearing officer is a professional staff member in the Office of the Vice-President of Student Services who explains the charges that have been brought against a student and provides that student with the following options:

1. Acknowledge responsibility and request an administrative recommendation or sanction from the hearing officer;
2. Acknowledge responsibility and request that a faculty/staff disciplinary hearing council recommend a sanction;
3. Plead not responsible and be referred to a faculty/staff/hearing council.

## **Faculty/Staff Hearing Council**

A faculty/staff hearing council consists of five-faculty members and five staff members (appointed by the President of the College). No more than three members of the council is required to be present to hear any case. The President of the College will also appoint the chair of this committee. The Vice-President of Student Services is a nonvoting ex-officio member of a faculty/staff hearing council.

## **Appeals Committee**

An appeals committee is made up of three faculty/staff members who are appointed by the President. The committee will hear appeals that have been tried by a faculty/staff hearing council. The appeals committee decision is conclusive and final.

## **Types of Judicial Cases**

Violations of the college rules, regulations, and policies are considered either minor or major cases based on the nature and severity of the incidents.

### **• Minor Cases**

Minor cases involving violations of college policies that do not justify expulsion, suspension, or disciplinary warning will be heard by an administrative hearing officer. Some examples of minor cases may include but are not limited to visitation violations; minor alcohol policy violations; violation of residence hall community standards; excessive noise or quiet hour violations; damage to property; and petty theft.

### **• Major Cases**

Major cases involve violation of college rules, regulations, or policies which, at the discretion of the Vice-President of Student Services or his/her designee, justify the imposition of a sanction of expulsion or suspension. A faculty/staff hearing council or an administrative hearing officer hears these cases. Some examples of major cases may include but are not limited to, violation of rules, regulations, or policies; behavior potentially harmful to other people (including assault, harassment or the use of fireworks); conduct which leads to the embarrassment or indignities to other persons; vandalism to property; possession of firearms; major theft, multiple or repeated violation of college policies; major alcohol violations; and possession or sale of illegal substances.

## **Off-Campus Misconduct**

In general, the College does not take disciplinary action for off-campus misconduct when court action is pending or has taken place. However, the College reserves the right to take action in such instances when the misconduct constitutes a violation of the College community. In such cases, the College may initiate action whether or not legal action has been taken.

## **On-Campus Misconduct and the Law**

Normally, on-campus misconduct by students will result in disciplinary action being taken on campus. On some occasions, however, the College may call on external law enforcement authorities and assist, as appropriate, these agencies in their investigation of alleged on-campus criminal activity. Specifically, actions which cause or threaten serious harm to members of the campus community or that severely impair the essential functions of the College may require the institution to call upon off-campus authorities. On such occasions, outside authorities will be summoned only by the Vice-President of Student Services. Students should recognize that the College is obliged to report to off-campus authorities the commission of any act that is considered to be a serious crime.

## **Overview of the Judicial Process**

An alleged violation of college rules, regulations, and policies will first be investigated by an appropriate college official. This involves meeting with individuals involved in the situation and examining the circumstances of the case. The student in question receives a written description of the alleged violation of rules, regulations, or policies, evidence regarding the alleged violation, and information regarding the judicial process. The Vice-President of Student Services reserves the right to remove a student from the campus or college residence prior to a formal hearing if there are concerns for the student's emotional or physical welfare or for the well being of the college community. On occasions when such action is necessary, a hearing will be held as soon as possible. Customarily, pending action taken by the College, the student has a right to be present on the campus or attend classes.

## **Responsible Pleas**

If the student in question accepts responsibility in a minor case, an appropriate College official will determine an appropriate sanction for the violation. If the student in question accepts responsibility in a major case, a faculty/staff hearing council will conduct a hearing to determine an appropriate sanction. By pleading responsible, the student in question is waiving his or her right to appeal the merits of the allegation or any procedural matters. However, students may appeal based on severity of sanctions.

## **Not Responsible Pleas**

If the student in question does not accept responsibility, a hearing is scheduled. In minor cases, the student in question has a choice of having the case being heard by an administrative hearing officer. In major cases, a faculty/staff hearing council will be convened.

## **Hearing Procedures**

All non-academic discipline hearings shall be informal and strict rules of evidence shall not apply. A hearing council shall not be bound by common law or by statutory rules of evidence or by technical or formal rules of procedure, but may conduct such hearing in such a manner as best to ascertain the truth. Hearsay evidence, if admitted, shall not be the sole basis for the determination of facts by a hearing council.

The student(s) in question shall be notified, in writing, of the alleged charge(s) and of the date, time and place of the hearing. Every effort will be made to set-up a hearing within (5) working days after an incident occurs; (unless a shorter notification period is acceptable by the student) however, factors such as holiday breaks, end of academic term, on-going investigation, etc. may prevent the College from meeting this guideline. Notice of the hearing will be mailed or delivered to the student(s) three (3) days prior to the hearing unless a shorter notification period is acceptable by the student. The student in question and the complainant have the right to:

1. Be present at the hearing. However, if either or both the student in question and complainant fail to appear at the hearing after being properly notified, the hearing may be held in their absence and a decision rendered accordingly, based on evidence presented.
2. Present evidence by witness, or by signed written statement if a witness is unable to attend the hearing. It is the responsibility of the student in question and the complainant to notify their witnesses of the date, time and place of the hearing. If witnesses fail to appear, the hearing may be held in their absence.
3. Bring an advisor of his or her choice to the hearing provided notice is given at least one day prior to the hearing; however, the advisor may not make any presentation and shall act in an advisory capacity only.
4. Question all witnesses.
5. Be informed of the disciplinary outcome.
6. A record of the hearing shall be electronically recorded in a manner suitable for later transcription.
7. Disciplinary hearings are closed.

## **Appeals**

An appeals committee will hear appeals of decisions from a faculty/staff hearing committee at the recommendation of an appeals committee chair. Appeals will be considered based on the hearing transcript, written materials, and a meeting with the student in question and the chair of the appeals committee.

The chair hearing the appeal may take the following action:

- Deny the appeal;
- Accept the appeal, and recommend the appeal be heard by the full appeals committee

Appeals must be made in writing within five calendar days after a disciplinary decision is rendered. Appeal consideration is based on one or more of the following reasons:

- Deprivation of due process;
- Inadequate evidence to justify decision; or
- Sanction not in keeping with gravity of wrongdoing.

A disciplinary sanction does not go into effect until the appeal is completed, unless stipulated otherwise by the Vice-President of Student Services. Decisions by an appeals committee are conclusive and final.

### **Offenses Subject to Disciplinary Action**

Any student or non-student who violates state, Federal, or local laws or ordinances, or any college rules, regulations, or policies while on Mississippi Delta Community College managed property or while representing the College may be subject to college disciplinary action. In addition, students or non-students found in violation of any of the items listed below may be subject to college disciplinary action. (The list below should not be seen as all-inclusive).

1. Any form of verbal or physical harassment, including but not limited to threatening, attempting, or committing physical harm to any person.
2. Disrupting the peace and good order of the College by other things such as fighting, quarreling, inciting to riot or other disruptive behavior.
3. Destruction or damage or attempted damage to personal or college property, including acts of arson or vandalism.
4. Theft, attempted theft, or possession of stolen personal or college property, including acts of larceny, burglary, breaking and entering, or robbery.
5. Forgery, alteration, unauthorized possession, or misuse of college documents, records, or instruments of identification.
6. Furnishing false information to the College.
7. Knowingly presenting a worthless check or forging a money order in payment to the College or to a member of the college community acting in an official capacity, or failure to make satisfactory arrangement for the settling of accounts with the College.



8. Any interference with functions or activities of the College and the educational programs by blocking accesses to or from college facilities.
9. Violation of visitation or closing hour regulations.
10. Failure to comply with the directions of college officials during emergencies, such as building evacuations(s).
11. False reporting of an emergency including, but not limited to, false fire alarms and bomb threats.
12. Possession, use or distribution of narcotics, hallucinogens, barbiturates, or amphetamines and other controlled substances defined by Mississippi statutes, except as expressly permitted by law.
13. Unauthorized possession, storage, use of weapons, firearms, knives and fireworks.
14. Any violation of college rules regarding the operation and/or parking of motor vehicles.
15. Engaging in sexual assault or harassment.
16. Violation of the computer use policy.
17. Aiding or abetting any conduct described above.

### **Range of Judicial Outcomes**

The hearing officer or judicial body may impose one or more of the following sanctions for each policy violation.

- **Expulsion**

Permanent dismissal from the College with no possible future readmission to the College. A student who has been expelled is barred from visiting the campus.

- **Suspension**

Mandatory separation from the College for a specified period of time up to two years. An application for readmission will be considered after the time period of the suspension has elapsed. Readmission is subject to stipulations by a faculty/staff hearing council and the Vice-President of Student Services. A student who has been suspended is barred from visiting the campus unless written permission is granted by the Vice-President of Student Services.

- **Disciplinary Probation**

A sanction serving notice to a student that his or her behavior is in serious violation of college rules, regulations, or policies. The sanction is assigned for a time period of up to two years. A breach of rules, regulations, or policies by a student during the probationary period may result in suspension or expulsion from the College.

- **Disciplinary Warning**

A sanction serves as notice to a student that his or her behavior is in violation of college rules, regulations, or policies. The sanction is assigned for a time period of up to one year. A breach of college rules, regulations, or policies by a student during the specified time period may result in further action including disciplinary probation, suspension, or expulsion from the College.

- **Termination or Change in Residency Privileges**

A sanction, which, terminates or changes a student residency, is usually accompanied by other disciplinary sanctions determined by the hearing body.

- **Restriction or Revocation of Privileges**

Restriction or revocation of privileges is the temporary or permanent loss of privileges, including but not limited to, use of a particular facility or service, visitation privileges and parking privileges.

- **Fines**

Fines are penalty fees payable to the College as determined by the hearing body for violation of certain college policies. This definition does include administrative charges imposed by the College.

- **Restitution**

Restitution is payment made for damages or losses to the College or to individuals as directed by the hearing body.

- **Counseling Intervention**

When behavior indicates that counseling may be beneficial, the student may be referred to a college counselor or other mental health professional.

- **Other Appropriate Action**

Other sanctions not specifically described above must be approved by the Vice-President of Student Services.

**NOTE: All violations of Criminal Laws of the State of Mississippi and the United States of America (State and or Federal) are subject to prosecution by the appropriate authorities.**

<b>CODE</b>	<b>VIOLATION</b>	<b>DESCRIPTION</b>	<b>PUNISHMENT</b>
1.01	<b>ABDUCTION AND/OR KIDNAPPING</b>	Enticing, persuading or forcible seizing and carrying of any student, faculty, staff or college official from one place to another without that person's consent.	Suspension; Indefinite Suspension; Expulsion
1.05	<b>ABUSE OF NETWORK PRIVILEGES</b>	Any student found in violation of the institution's acceptable network usage policy (i.e. peer-2-peer file sharing, harassing messages on face book, MySpace or any other blogging or public site, viewing of pornographic material, etc.) will face serious sanctions from the VP of Student Services Office and may face criminal charges as well.	Restitution (if required), Revocation of network privileges, Probation and/or suspension; prosecution by local, state and federal authorities
1.10	<b>ACADEMIC DISHONESTY</b>	Misconduct, dishonesty, misrepresentation, immoral behavior that will harm, damage or endanger any person or property or hinder academic continuance.	Academic sanctions; probation; suspension; expulsion
1.20	<b>AIDING AND /OR INCITING</b>	Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the MDCC community or environment; the persuading or aiding of another person to breach the peace on MDCC premises or at functions sponsored, approved by, or participated in by any member of MDCC. Gatherings of groups of students on or off of the premises in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of MDCC or with the normal flow of traffic or ordinary procedures.	Fine \$100 - \$200 + Probation and/or Campus Service; Suspension
1.30	<b>ALCOHOLIC BEVERAGES</b>	The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on MDCC property, in cars or other vehicles, or at any of the college's activities (whether on- or off-campus) are prohibited, except as expressly permitted by MDCC regulations, exceptions, or local, state, and federal laws.	Fine \$200 and/or Probation and/or Campus Service; Suspension
1.31	<b>DRESS CODE, NO I.D. AND SMOKING VIOLATIONS</b>	MDCC now fully enforces it's "Dress for Success Initiative" which urges students to dress appropriately while on any of our campuses. Students are required to maintain appropriate dress at all times. Student I.D. cards must be readily visible at all times. MDCC is a tobacco free institution and anyone found in possession of or engaging the use of any tobacco product while on either campus will be sighted and forwarded to the VP of Student Services Office.	Fine \$25 (1st Offense), \$50 (2nd Offense) 3rd Offense will result in a disciplinary hearing.
1.32	<b>ALCOHOL/DRUG INTOXICATION</b>	Appearing in public on MDCC premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property, as a result of intoxication.	Fine \$200 and/or Probation and/or Counseling and/or Campus Service; Suspension

1.40	<b>ANIMALS (pets)</b>	Having pets or other animals (e.g. dogs, cats, snakes, birds, hamsters, etc.), with the exception of seeing-eye dogs (when accompanied by their owner) and tropical fish in an aquarium or other approved containers in buildings, including student residences, classrooms, and offices, except when needed in connection with a disabled person or with the written permission of the Vice President for Student Services, is prohibited.	Removal of animal(s) + Fine of \$50 - \$200 and/or Probation; Suspension
1.50	<b>ARSON/FIRE SETTING</b>	The malicious, fraudulent, and/or intentional burning of property on MDCC premises. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials. Willfully starting a fire in MDCC buildings or on college property, which includes but is not limited to bonfires and cookouts, without the proper authorization is prohibited.	Suspension; Indefinite Suspension; Expulsion
1.60	<b>ASSAULT</b>	The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. This includes engaging in, attempting or intending to engage in any form of verbal or mental abuse, coercion, which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, residence halls and on MDCC premises. In general, physical contact is not required.	Restitution (if required) + Fine \$50 - \$200 + Probation and/or Counseling and/or Campus Service; Suspension
1.70	<b>ATTEMPTED OFFENSES</b>	An attempt to commit an act on MDCC property, or involving members of the college community (that is faculty, staff, student, or campus visitor) in an offense that would be in violation of any law, code of conduct, rule, regulation of local, state or federal criminal code.	Fine \$50 - \$200 + Probation and/or Campus Service; Suspension
1.80	<b>BATTERY</b>	The unlawful application of force to the person of another is strictly prohibited.	Restitution (if required) + Fine \$50 - \$200 + Probation + Campus Service + Counseling; Suspension; Indefinite Suspension
1.81	<b>AGGRAVATED BATTERY</b>	An unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon.	Fine \$200 + Suspension and/or Expulsion
1.90	<b>HOUSING VIOLATIONS</b>	Students must comply with housing rules and resident life regulations.	Fine \$100 Probation and Suspension
1.91	<b>VISITATION VIOLATIONS</b>	The presence of an individual of the opposite sex should not be found in either residence hall. Furthermore, residents found to host overnight visitors of the same sex without written permission from the VP of Student Services Office will also be charged with a visitation violation.	Fine \$200 Probation and Suspension
2.00	<b>CONTEMPT OF HEARING</b>	Contempt of hearing violation includes (1) the failure to appear before a judicial body after receiving the proper notification of a scheduled disciplinary hearing or conference, (2) willful disobedience to, or displaying open disrespect for an MDCC judicial board member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures, and (3) failure to comply with disciplinary conditions as sanctions imposed by a judicial body or judicial administrative officer or staff person. Contempt charges will require the student to pay a disciplinary fine in addition to other sanctions imposed.	Fine \$100 - \$250 + Reschedule of Hearing + Interim Suspension

2.10	<b>DAMAGE TO PROPERTY/DESTRUCTION OF PROPERTY</b>	Damage, vandalism or destruction to property owned or leased by MDCC or personal property belonging to an individual, including but not limited to, car vandalism, walking on roofs of an MDCC building, defacing structures and facilities, littering, unauthorized biking, skate boarding in inappropriate areas, marking, egging, littering, painting, spraying, the painting of residence hall rooms, hall ways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization is prohibited.	Restitution and/or Replacement of Property; Probation; Suspension; Indefinite Suspension
2.20	<b>DANGEROUS, THREATENING, and/or UNSAFE BEHAVIOR</b>	Any conduct or behavior, which threatens or endangers the health or safety of any person in the MDCC environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping.	Fine \$100 + Probation and/or Campus Service and/or Counseling and/or Removal of Privileges; Suspension
2.30	<b>DISORDERLY CONDUCT, OBSTRUCTION, AND/OR DISRUPTION</b>	Disorderly conduct is any offensive or annoying act that disrupts the peace. It includes but is not limited to conduct which is offensive or annoying to others or is disruptive to the rights of others. It includes excessive noise, noise after quiet hours, misuse of musical instruments, noise producing devices, talking excessively loud, failure to properly dispose of trash or food trays, shouting, loud stereo or radio sets; horseplay, practical jokes, and general annoyances; throwing any dangerous objects in an MDCC facility or from the window of an MDCC facility or onto the premises of the college. Breaking lines, such as in the cafeteria, during registration, at campus events and activities, and so on, is deemed disorderly conduct. The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, or other college tasks and activities; interfering with duties of a student, faculty/staff member or MDCC official; withholding information vital to any investigation carried out by an authorized agent of the college. Excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the college; creating excessive noise which can be heard in other areas of the campus and which interferes the normal operations of the college is prohibited. In so much as students are responsible for the behavior of their guest, students may receive sanctions if they permit their guests to behave disorderly on campus.	Fine \$100 - \$200 and/or Probation and/or Campus Service; Suspension
2.40	<b>DISTRIBUTION OF ILLICIT PRINTED MATERIAL</b>	Distribution of printed materials that are libelous, derogatory, scurrilous, sexually explicit, pornographic, or that encourages violations of public laws or MDCC regulations.	Fine \$100 - \$250 + Probation and/or Campus Service; Suspension

2.50	<b>DRUGS (Illegal)/ DRUG PARAPHERNALIA</b>	<p>The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the college, and beyond the premises according to all local, state, and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription. Drug paraphernalia is strictly prohibited at the college. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the college and/ or at events and activities sponsored by the college, and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to roach clips, bongs, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances. Improper behavior or conduct on the campus which is a result of the use of illegal drugs which means that one who, having consumed or used drugs, experiences a loss of the normal use of his/her mental and/or physical faculties is restricted.</p>	<p>Fine \$200 - \$500 + Probation and/or Counseling and/or Campus Service; Suspension; Indefinite Suspension; Expulsion</p>
2.60	<b>FAILURE TO COMPLY</b>	<p>Failure to comply with the directions of MDCC officials (including residence hall staff) acting in the performance of their duties; failure to promptly identify oneself to college officials when requested; failure to comply with disciplinary sanctions are prohibited. This includes direct disobedience of a lawful order of a college official, as well as failure to evacuate a building during a fire alarm, drill, or when otherwise so ordered by an MDCC official, fire department staff, or local law enforcement officer.</p>	<p>Fine \$50 - \$200 and/or Probation and/or Removal of Privileges and/or Campus Service; Suspension</p>
2.70	<b>FORGERY, DISHONESTY, FRAUDULENT ACTS, AND/OR MISREPRESENTATION</b>	<p>Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to materials, altercation, misuse of MDCC documents, records, or student identification cards, or documents and records belonging to another, cheating, plagiarism, or other forms of academic dishonesty; tampering with the election of any MDCC recognized student organization; malfeasance or misuse of elective or appointive office in a student organization, its members, or the welfare of the MDCC community; and fraudulently issuing worthless checks to the college. Lying, knowingly furnishing false information to MDCC or its officials, other forms of dishonesty in college-related affairs is also prohibited. The scope includes but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of an ID card, validation sticker, or any MDCC document or service.</p>	<p>Restitution (if required) + Probation and/or Campus Service; Suspension + Restitution (if required); Indefinite Suspension + Restitution (if required)</p>
2.80	<b>GUEST'S BEHAVIOR</b>	<p>Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on the campus. If a guest is found to be in violation of the <i>Code of Conduct</i> while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.</p>	<p>\$100 - \$200 + RESTITUTION (If required) + Probation and/or Removal of Privileges</p>

2.90	<b>HARASSMENT (Verbal and/or Physical)</b>	The excessive physical annoyance of or the use of verbally abusive language by any person on MDCC-owned or controlled property or while on the premises of, or while in attendance of MDCC-sponsored or supervised events is considered to be harassment and is prohibited. The scope of any form of harassment includes language to physical acts which degrades, insult, taunt, or challenges another person by any means of communication, verbal, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks, racist remarks or any behavior that places another member of the college community in a state of fear or anxiety.	\$100 -\$200 + Probation and/or Campus Service; Suspension
3.00	<b>HAZING</b>	It is strictly prohibited for a person or organization to, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engage in conduct which creates a substantial risk of physical injury to such other person or to a third person.	Suspension; Indefinite Suspension; Expulsion
3.10	<b>HEALTH AND SAFETY VIOLATIONS</b>	This means any behavior which creates a risk or danger to others of the college community, including but not limited to propping open doors to residence hall, throwing objects from windows or balconies, failure to keep one's room in a condition that is safe and sanitary, or failure to maintain reasonable standards of cleanliness and safety as defined by the college.	Restitution (if required) + Probation and/or Campus Service and/or \$50 - \$200; Suspension + Restitution
3.20	<b>IDENTITY DISCLOSURE/IDENTIFICATION CARDS</b>	Failure to carry a valid MDCC student identification card (when possession is in reason) while on MDCC property or failure to present it to a college official, including residence hall staff, police officers, administration, and staff members upon request is unacceptable. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing or attempting or intending to misuse one's ID card is prohibited. Presenting a false name or other identification, including false or invalid ID card, to a college official, while in the performance of their duties is prohibited.	Fine \$50 + Probation and/or Removal of Privileges
3.30	<b>INDECENT, OBSCENE, IMMORAL BEHAVIOR, AND/OR PROFANITY</b>	Conduct, which is disorderly, lewd, indecent and/or portrayed on the premises of the college or at MDCC sponsored or supervised activities will not be tolerated. Such acts include the use of obscene gestures, improper body exposures, stripping	Fine \$100 - \$200 + Probation and/or Campus Service & Counseling
3.31	<b>USE OF PROFANITY</b>	Vulgar language to or in the vicinity of students, staff members, administrators, or faculty or visitors of the college.	Fine \$50 (1st Offense), \$100 (2nd Offense) 3rd Offense may result in a disciplinary hearing
3.40	<b>MORAL TURPITUDE</b>	An act of baseness, vileness or depravity which brings shame to MDCC and is in contradiction to the letter and spirit of the MDCC's <i>Code of Conduct</i> , good citizenship and ethics is strictly prohibited.	Fine \$300; Loss of Privileges; Suspension; Indefinite Suspension
3.50	<b>MOTOR VEHICLES, TRAFFIC VIOLATIONS, PARKING VIOLATIONS</b>	Violation of properly constituted rules and regulations governing the use of motor vehicles (e.g. automobiles, motorcycles, etc.) on college-owned or controlled property or at college sponsored or supervised activities. This also includes driving and parking on grass and sidewalks. Failure to obey traffic and parking regulations is punishable by the Vice President of Student Services Office.	Required Fine of Fine \$50 - \$100 + Probation; Suspension

3.60	<b>RAPE</b>	Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the college to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender.	Suspension; Indefinite Suspension; Expulsion
3.70	<b>SAFETY CODE MISCHIEF</b>	Tampering with safety equipment is a serious violation of the <i>Code of Conduct</i> and is subject to criminal prosecution. Turning in a false fire or bomb alert, by any means including a telephone call or by a warning device, theft, removal of, or tampering with fire extinguishing or safety equipment, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems, hoses, fire mischief, or violation of MDCC guidelines regarding fire safety, or standard safety (e.g., failure to follow evacuation procedures or obstructing the evacuation of a building during a fire, fire drill, or any other type of emergency) is strictly prohibited.	Fine of Fine \$50 - \$200 + Probation; Suspension or Expulsion
3.80	<b>SEXUAL ASSAULT</b>	The forcing of, or attempting to force, another person regardless of sexual gender, personal affiliation, and/or affiliation with the college, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion, threats and physical restraint, and will not be tolerated. Disciplinary sanction for such acts will lead to suspension. Violators also are subject to criminal prosecution.	Fine \$200 - \$500 + Probation + Campus Service + Counseling; Suspension; Indefinite Suspension; Expulsion
3.90	<b>SEXUAL BATTERY</b>	The forcing of or forceful intention of engaging in sexual misconduct by physical contact and/or excessive force (with or without a weapon) which leads to physical pain, toward another person regardless of sexual gender, personal affiliation, and/or affiliation with the college, without his/her consent or when such sexual contact is deemed offensive to the victim, will not be tolerated by MDCC. Disciplinary sanction for such acts will lead to suspension.	Suspension; Indefinite Suspension; Expulsion
4.00	<b>SEXUAL HARASSMENT</b>	Regardless of sexual gender, personal affiliation, and/or affiliation with MDCC, sexual harassment is defined as unwelcome and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to unsolicited, deliberate, or repeated sexual flirtation, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature.	Suspension; Indefinite Suspension; Expulsion
4.10	<b>SOLICITATION</b>	Unauthorized selling, collection of monies, and promotion on campus or within MDCC buildings is not permitted without permission. Students may not act as agents for business firms which entail solicitation or the receiving of business offers or goods on MDCC property. Further, students may not solicit on behalf of the college without the permission. Use of any residence hall room for business purposes of any nature, (e.g. the selling of food, clothing, jewelry, merchandise, favors, manicures/pedicures, hair perming/styling/braiding, barbering, babysitting, etc.) whatsoever is prohibited.	Fine \$100 - \$500 + Probation and/or Campus Service and/or Counseling; Suspension
4.30	<b>TRESPASSING</b>	Unauthorized presence on, in or within any building or property owned or operated by the college (including residence halls), or the unauthorized entry into or remaining in a facility, or in a private room or office under the control of another, after having been asked to leave.	Fine \$100 - \$200 + Probation; Suspension



4.40	<b>UNAUTHORIZED USE/ENTRY OF COLLEGE FACILITIES</b>	Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from MDCC facilities is prohibited. Unauthorized entry/exiting includes the entering and/or occupying and improper exiting of MDCC facilities that are locked, closed or restricted to certain or all persons. Unauthorized entry or exiting into and from residence halls, without proper permission into living quarters or other building and/or structures or MDCC premises, or the aiding and assisting of such is prohibited.	Fine \$100 - \$200 + Probation and/or Campus Service and/or Suspension
4.50	<b>WEAPONS/FIREARMS</b>	The use, possession, consumption, or display of weapons, firearms, or explosives is strictly prohibited on the premises of MDCC. Weapons include, but are not limited to the following: rifles, shotguns, ammunition, handguns, air guns, BB guns, bowie knives, daggers switchblade knives, butcher knives, metallic or brass knuckles, explosives (including dangerous chemicals), water guns, play guns, firecrackers, propelled missiles, fireworks. The possession or use of items that resemble guns, knives, or other weapons are also strictly prohibited. When course content and classroom assignments require the use of such items, the President, the Executive Vice President and the Vice President of Student Services should give prior written approval.	Suspension; Indefinite Suspension; Expulsion

## **Disciplinary Records**

Notice of disciplinary action may be sent to update parent(s) of students who have been declared dependents on the parents' last Federal income tax return. The final decision to send notification to parents will be made by the Vice-President of Student Services. The Office of Vice-President of Student Services will maintain records of disciplinary action. The use of these records is governed by college policy concerning confidentiality of student records. In the event of a guilty verdict, a student's disciplinary records may be reviewed by a hearing body to determine appropriate sanctions.

## **Policy to Review a Grade**

Step I. Request a conference with the instructor.

Step II. Request a conference with the appropriate administrator and instructor to review the final grade.

## **Sexual Harassment Policy**

The policy of Mississippi Delta Community College prohibits sexual harassment as defined below. Sexual harassment is a violation of professional ethics and federal and state laws.

Sexual harassment at the College is not simply inappropriate behavior. IT IS AGAINST THE LAW. Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Civil Rights Restoration Act of 1988. Persons within the College community who have the authority to act on their knowledge of the sexually harassing behavior of another member of the community have an ethical and legal obligation to take appropriate action. Failure to do so may expose these individuals and the College to legal liability for the sexual harassment behavior of others.

## -Retaliation

This policy seeks to encourage students, staff, and faculty to express freely and responsibly their concerns about any possible instances of sexual harassment. Any act of reprisal (e.g., interference, restraint, penalty, discrimination, coercion, harassment)--overt or covert--by a college faculty member, employee, agent, or student against another who is responsibly using this policy and its procedures interferes with free expression and openness. Such acts violate this policy and require prompt and appropriate disciplinary action.

## -Definition

As defined in the guidelines of the Equal Employment Opportunity Commission and adopted by the United States Supreme Court in *Meritor Savings Bank, FSB v. Vinson*, 477 U.S. 57 (1986), sexual harassment of employees or students includes any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; or
- (2) submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive environment for working or learning.

Examples of Sexual Harassment: Examples of prohibited verbal, nonverbal or physical conduct include, but are not limited to:

- (1) Physical assault;
- (2) Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- (3) A pattern of conduct intended to discomfort or humiliate, or both, that includes:
  - (a) comments of a sexual nature;
  - (b) sexually explicit statements, questions, jokes, or anecdotes;

- (c) persistent propositions of a sexual nature;
- (d) subtle pressure for sexual activity;
- (4) A pattern of conduct that would discomfort or humiliate, or both, a reasonable person to whom the conduct was directed that includes:
  - (a) unnecessary touching, patting, hugging, or brushing against a person's body;
  - (b) remarks of a sexual nature about a person's clothing or body;
  - (c) remarks about sexual activity;
- (5) Use of electronic mail or computer dissemination of sexually oriented, sex-based communications.

Sexual harassment is often a specific form of discrimination in which the power inherent in a faculty member's or supervisor's relationship to his or her students or subordinates is exploited. While sexual harassment most often takes place in a situation of differential professional power between the persons involved, this policy recognizes that sexual harassment may occur between persons of the same college status, e.g., student-student, faculty-faculty, staff-staff. It may occur where inverse power relationships exist as when a student exhibits such behavior toward faculty or staff. It may occur between persons of the same sex. Behaviors may be initiated by both men and women. Persons who are negatively affected by others' behavior, even though the behavior is not directed towards them, may bring claims of third-party harassment.

#### **-Groundless Charges or Malicious Mischief**

Accusations of sexual harassment are serious matters. They should never be made casually and without cause. This policy shall not be used to bring groundless and malicious charges against students, faculty members, or employees. Disciplinary action concerning personal misconduct may be taken under the appropriate faculty and staff personnel policies or the Student Code of Conduct against any person bringing a groundless and malicious charge of sexual harassment. Bringing groundless and malicious charges may also result in legal liability for the person filing the charges. At any time during the complaint process, the respondent may provide evidence to the Equal Employment Grievance Committee that the charges are groundless and malicious.

Charges of filing a bad faith complaint will be initiated by the Equal Employment Grievance Committee if, at the conclusion of a case, there is a finding of groundless and malicious charges. The charge shall be filed with the President, who may (1) dismiss the charge; (2) appoint an administrative officer to investigate the charge further; (3) affirm the charge and take appropriate corrective action.

The same sanctions appropriate to a violation of sexual harassment policy shall apply to those who bring charges in bad faith.

### **Sanctions Resulting From Findings of a Violation of the Sexual Harassment Policy**

The following sanctions are applicable to academic and administrative faculty and other teaching personnel when a finding or a violation of the sexual harassment policy has been determined, or when frivolous or malicious charges have been brought. A first offense could be grounds for dismissal, and more than one sanction may be imposed for any single offense. Administrators responsible for implementing sanctions will report to the complainant the sanction that has been imposed.

Sanctions for faculty and professional staff:

- Written or oral warning
- Formal reprimand placed in the respondent's permanent file
- Reassignment of duties (e.g., teaching or service duties involving students)
- Reduction in salary for one or more years
- Suspension without pay
- Dismissal

Sanctions for classified staff:

- Warnings and written reprimands
- Dismissals, demotions and suspensions

Sanctions for students:

- Warning, oral or written
- Reprimand in writing
- Restitution
- Probation
- Suspension
- Expulsion

### **Student Grievance Procedures**

*A student may not use the provisions of this section as the basis for filing a grievance based on the outcomes of summary disciplinary proceedings, class attendance or review of final grades. These procedures are outlined in the Student Catalog/Handbook.*

The Student Grievance Committee is a five-member committee that is appointed by the President of the College. They will undergo yearly harassment/discrimination training sponsored by the College. They will be responsible for handling all phases of Sexual

Harassment and Discrimination complaints. The Student Grievance Committee shall assist the parties in working out a solution to the problem.

The committee offers several alternatives in dealing with sexual harassment and discrimination problems. Those listed below begin with an informal procedure and continue through a formal complaint. Students are encouraged to resolve complaints at the lowest level possible.

The student should file their grievance with the Vice President of Student Services located in the Boggs-Scroggins Student Services Center or the Office of Institutional Effectiveness in the Stauffer-Wood Administration Building.

#### -Informal Complainants

Any student may file an informal grievance with the Grievance Committee. In such cases it is usually not possible to keep the identity of the complainant confidential, but the Grievance Committee will only contact those people necessary to resolve those issues raised in the complaint. A written form is filled out, and if verbal notice to the respondent does not resolve the complaint, mediation between the parties is considered. Informal complaints should be resolved expeditiously: 30 days is a desirable, but not absolute, time period for resolution.

If such informal attempts to resolve the complaint are unsuccessful, or if the complainant or the Grievance Committee determines that an informal complaint is inappropriate, the complainant can begin the formal grievance process.

#### -Formal Complainants

##### 1. Filing

A formal grievance may be filed by any student. A grievance must be filed with the Grievance Committee within 180 days of the discovery of the alleged harassment or discrimination. The Vice President of Student Services will advise both parties in filling out the complaint form or the response.

##### 2. Notification of the Respondent

The Grievance Committee will provide a copy of the complaint and appropriate complaint procedures to the respondent within five (5) working days of its filing with the Grievance Committee. The respondent has five (5) working days after receipt of the complaint to respond in writing to the Grievance Committee. The complainant will then be contacted and given a copy of the response.

##### 3. Mediation

If the complainant and the respondent both agree to attempt to mediate the complaint, the Grievance Committee will arrange mediation. If mediation resolves the complaint, a

copy of the outcome is given to both parties and to the Executive Vice President. If the mediation does not solve the complaint within 30 days, or if either party does not agree to mediation, the Grievance Committee will begin a formal investigation of the matter.

#### 4. Investigation

The Grievance Committee will solicit the services of the Mississippi Delta Community College Campus Police to investigate the charges. Campus police has no more than 30 days from the time the complaint is filed in which to complete an investigation. If the investigation reveals that the matter will take longer than 30 days for a thorough investigation, the investigator will file a request for a waiver of the time limit with the Executive Vice President. Both the complainant and the respondent will be asked for all documents or evidence they have pertaining to the complaint, and a list of people who may have knowledge of the behavior alleged in the complaint. Campus police will contact these people and any others who may have knowledge of the matters raised in the complaint. The investigation is to be conducted impartially. Campus police shall forward all findings to the Grievance Committee, which will notify the appropriate college officials of the nature of the complaint and the identity of the parties.

#### 5. Findings

At the conclusion of the investigation, the Grievance Committee will notify the appropriate college officers, the complainant, and the respondent whether reasonable grounds exist to support a finding of probable cause for the complaint. If probable cause has not been found, the process is ended. If probable cause is found, the matter may proceed to a hearing.

#### 6. Hearing

After probable cause has been determined the respondent will have an opportunity for due process via a hearing. The members of the Grievance Committee will serve as the hearing panel. The hearing shall be conducted according to the procedure listed below:

1. The respondent shall be notified in writing of the specific charges made against him/her and of the time and place where the hearing will be held.
2. The respondent may bring witnesses to the hearing to testify in his or her behalf.
3. The respondent may be represented by an advisor of his or her choice.
4. The Grievance Committee shall inform the respondent 72 hours in advance of the hearing date time and place.

5. The respondent shall be permitted to question witnesses testifying against him/her at the hearing.
6. The hearing shall be electronically recorded in a manner suitable for later transcription.

At the completion of the hearing, recommendations are made to the Executive Vice President. The Executive Vice President may: (1) dismiss the charge or (2) affirm the charge and take corrective action as required. The Executive Vice President then notifies the complainant, the respondent and the Grievance Committee of any action to be taken place.

#### 7. Communication during the Process

The Grievance Committee officer shall communicate with the complainant and the respondent until the complaint is resolved. The parties shall be informed of general actions taken but shall not be informed of specific conversations.

### **Information and Training**

The Sexual & Racial Harassment Policy shall be incorporated in student, faculty, and staff handbooks. Members of the College community who desire additional information may contact the Chair of the Employee or Student Grievance Committee at any time.

Information regarding rights and options for relief in cases of harassment shall be provided in the form of both written information and training regarding harassment and the possible consequences of such conduct.

The Employee or Student Grievance Committees, with support from the Administrative Council, shall be responsible for development, dissemination and training in regard to the College's Harassment Policy and Procedures. The Committee shall initiate and conduct regular review of this Policy and Procedures. Such review shall occur no less than every three years. After each review, the Committee shall provide to the President a written report and recommendations for revisions where appropriate.

Copies of the Sexual Harassment Policy and the names and phone numbers of the members of the Employee or Student Grievance Committees may be obtained from the Office of the Vice-President of Student Services or the Office of Institutional Research & Planning.

### **Ownership/Copyright Policy/Academic Property Rights**

MDCC reserves the right of ownership of all documents, programs, curricula, etc. developed by utilizing resources, time, or facilities belonging to the College and of the revenue that is generated from such documents, programs, curricula etc. All materials created on personal time using personal resources and any revenue generated from these

materials are considered the property of the individual. This policy applies to all faculty, staff and students.

## **Information Network Resources and Systems**

The Computer and Information Services Department is responsible for coordination and maintenance of computer systems on campus. The department has established the following guidelines:

### **A. Introduction and Purpose**

The purpose of the MDCC Information Network is to support the overall educational mission of the College, in accordance with college policies. Access to the network and its resources is a privilege. Network users must respect the rights of others and the integrity of the components of the network.

This policy governs the use of all computers, computer-based networks, and related hardware and software at Mississippi Delta Community College. Under federal statutes and the sections of the Mississippi code that regulates the use of these resources, the College is required to ensure that this equipment and software are used properly, and for the purpose for which state funds were expended. The intent of this policy is to allow maximum freedom of use consistent with state and federal law, college policy and a productive work environment.

### **B. Scope**

This policy applies to all college faculty, staff, administrators, students, and members of the community who use the College network resources. It covers all computing hardware that is connected to the network, including microcomputers, printers, and the college midrange computer. It also includes all network infrastructure: data wiring and fiber optic cable, routers, switches, hubs, servers, data connectors, and all other associated hardware and materials.

The following types of software are covered under this policy: operating systems, network software, compilers, and all instructional and application software defined as “supported by the College”.

The following categories of data systems are included: the administrative and student information system and data that have been collected or generated by the College. Not covered is software or data that the College does not support, even though such may be stored on college hardware and/or used by individual departments.

### **C. General Statements**

1. Training -- Training is provided for administration, faculty and staff as new hardware, software and services are made available. Prior to receiving access to the network, each employee must demonstrate a satisfactory level of proficiency in



certain areas such as proper use of passwords, how to access the Internet, e-mail, administrative software, and other application software. Administration, faculty and staff are encouraged to attend workshops and classes at off-site locations provided sufficient funds are available in the departmental budgets.

2. Network Access -- Network access is controlled by passwords, and the level of access granted is determined by a user's job-related or educational requirements.

*User IDs and Passwords* -- Users will be assigned a user ID and password which should not be disclosed. User IDs will be composed of the first character of the user's first name and up to the first nine characters of the user's last name, unless the user is notified otherwise. Passwords may be four to ten positions in length. The *recommended* length is four to six characters. Passwords *must* begin with a character, *must* contain at least one number, and *may not* contain spaces. Users will be required to change passwords every 90 days. The same password cannot be used again within one year. Requests for new user IDs and passwords should be submitted and approved using the Computer and Information Services Request Form. Requests for user IDs and passwords to be deleted from the computer system when an employee is terminated should be submitted and approved using the Computer and Information Services Request Form.

*Accounts* -- Network accounts for employees are managed by the Computer & Information Services staff. Requests for establishment or modification of employee accounts must be approved at the Division Chair/Supervisor level or above. Specific access granted to an employee account is subject to approval by the appropriate Division Chair/Supervisor with the guidance of the Director of Computer & Information Services. Removal of an account occurs when the owner is no longer an employee of the College, or when disciplinary action is indicated. It is the responsibility of the employee's supervisor to notify the Computer & Information Services staff within 24 hours of an account holder's separation from service. Student accounts and public accounts must be requested and maintained by the appropriate department under the supervision of the Computer & Information Services staff.

3. Ethical Use -- The network is for official college use only and must not be used for personal business, profit-making ventures, political activities, or to harass or offend anyone. Some employees will be given access to the student information systems and/or other administrative systems. The confidentiality of these records is governed by the federal Family Education Rights and Privacy Act of 1974 (a.k.a. Buckley Amendment, FERPA). All information is confidential, and students have a right to expect that their scholastic records are being properly supervised and maintained. Requests for disclosure of this information must be approved by the appropriate administrative officer.

4. Security -- All information is property of Mississippi Delta Community College, and use or distribution is prohibited without approval of the appropriate department. Information should be protected against unauthorized access and/or destruction. A

backup copy of administrative information is made daily and stored off-campus. It is recommended that each user make a backup copy of information on individual personal computers frequently. A disaster recovery plan is maintained by the Computer and Information Services Department. Users should not leave a terminal/computer unattended while signed on. A secure off-site facility will be provided for storage of backups, user documentation, copies of disaster plan, and critical forms. The College attempts to protect the network from intrusion from within and without. All suspected attempts to violate network security must be reported to the Director of Computer & Information Services as soon as possible. If it is determined that a breach in network security has compromised sensitive information, the President of the college may request the aid of law enforcement to handle the investigation. The Computer and Information Services Department will periodically check for, and follow up on, security violations.

5. Disaster Recovery Plan – Computer & Information Services maintains a Disaster Recovery Plan. All programs, files, folders, configuration and security information is saved on a daily basis. **Backup of individual personal computers is the responsibility of the individual user.**

6. Software Supported by the College -- -Software standards will be established and distributed by the Computer and Information Services Department. Only approved software will be supported and maintained. The support and maintenance of other software will be the responsibility of the user. Computer software should be properly registered to obtain updates and protect warranties or other legal rights.

7. Computer Hardware -- Computer hardware should not be relocated or have components added or removed without coordination with the Computer and Information Services Department.

8. User requests -- All requests for services which fall within the realm of the Computer & Information Services (telephones, e-mail, hardware, software, programming, network services and support, Internet access) should be submitted using the Computer & Information Services Request Form, and approved by the appropriate supervisor(s). If approved, the request will be directed to the proper technician for resolution.

9. Web Site – The College will operate a web site for the purposes of recruiting and disseminating college information. This service is operated and maintained by a webmaster under the supervision of the campus web committee. All requests concerning this area should be directed to the webmaster through the appropriate administrative channels

10. Access to the Internet - The College provides Internet access through the college network to all employees and students having a network account. Internet access is intended only for official college business. The College discourages personal use of

the Internet through the College network. The College does not condone access to sites which contain pornography and other sexually explicit material. The use of the Internet for political purposes, illegal activity, profit-making ventures, or the harassment of individuals or organizations is considered a violation of college policy. Users should be aware that the system logs all Internet sites which are accessed through the network. This information will be monitored on a regular basis through normal network maintenance and to investigate abuse of the resource.

11. E-Mail -- An e-mail account is provided for each employee who has a network account. As with Internet access, e-mail is intended only for official college business and not for illegal activity, personal profit-making ventures, political purposes, or to harass any person or organization. E-mail is, by definition, public, and is subject to review by college officials without prior notification. Users are responsible for maintaining their e-mail accounts and removing old messages.

12. Agreement -- Every employee who uses the network is required to read and sign an "Information Network Resources Use Agreement".

"Network Resources Use Agreement" is subject to sanctions. If misuse of the network by an employee threatens the stability of the network, the Director of Computer & Information Services will suspend network privileges immediately. Additional sanctions could include reprimand by the appropriate supervisor, dismissal, or criminal prosecution.

13. Sanctions --

1. Employees -- An employee found guilty of violating the terms of the "Information Network Resources Use Agreement" is subject to sanctions. If misuse of the network by an employee threatens the stability of the network, the Director of Computer & Information Services will suspend network privileges immediately. Additional sanctions could include reprimand by the appropriate supervisor, dismissal, or criminal prosecution.

2. Students -- A student found guilty of misuse of the network is subject to loss of network privileges, criminal prosecution, or other disciplinary action by the College.

3. Public -- A member of the public found guilty of misuse of the network is subject to loss of network privileges and possible prosecution.

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
INFORMATION NETWORK RESOURCES  
STUDENT / PATRON USE AGREEMENT**

I hereby agree to the following conditions with regard to use of the college network resources.

Specifically, I ***will not***:

1. use the college network or any device connected to the college network for any purpose other than course related assignments and research. I will not use the network for illegal purposes, profit-making activities, political activities, or to harass anyone or any organization.
2. access sites which contain pornography and other sexually explicit material.
3. reveal my system password to anyone, or make it possible for anyone to access it by posting it or by the careless handling of it.
4. access, view, alter or attempt to access, view or alter college information except that which is permitted by my password.
5. allow or assist any unauthorized individual to access, view or alter college information, or share such information with them.
6. use a modem in a college networked computer to connect to any external site (for example, the Internet or an off-campus computer).
7. connect any electronic device to, remove any electronic device from, or alter any electronic device which is connected to the college network.
8. relocate or disturb any of the network infrastructure (including wiring, hubs, switches, connectors, etc.).
9. move a college network device (microcomputer, printer, etc.) from its assigned location.
10. load any file which has not been scanned for viruses to a networked computer.
11. install any software on a computer, and will not duplicate copyrighted or licensed software or other materials unless specifically permitted to do so by author or publisher agreement.
12. store on college media (disks, tape, etc.) any materials which violate sexual harassment or civil rights policy.
13. access Internet e-mail using network computers not designated for that purpose.

I understand my responsibility with respect to ensuring appropriate security, confidentiality, and use of the college network. I also understand that the college is not responsible for any consequences or legal actions that may result because of my misuse of the college network resources. I have read and do understand the above conditions. I realize that failure to comply with any of the above conditions can result in disciplinary action against me as described in the college's Student Handbook.

**SAMPLE ONLY—DO NOT SIGN!**

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **INSTRUCTION**

Mississippi Delta Community College strives to produce students well prepared for the entrance into the workforce or higher education. This is accomplished through environments that are conducive to student learning. Curriculum is designed to reflect an ease of transition from one course to another. This design is consistently evaluated, redefined, and redesigned with the approval of the College Curriculum Committee.

## **ABE/GED PROGRAMS**

### **Adult Basic Education (ABE)**

The tuition-free program is open to any adult who

- will be 18 years of age or older by September 1 of the current school year,
- not currently enrolled in school
- does not have a high school diploma

Adult Basic Education offers for adults the chance to prepare for the General Educational Development (GED) tests, college entrance, vocational-technical education, employment, or promotion on the job.

Through Adult Basic Education classes, students can learn to read and write as well as obtaining a basic knowledge of:

- |                      |                     |
|----------------------|---------------------|
| * Math               | * Job Information   |
| * Social Studies     | * Citizenship       |
| * Science            | * Civic Preparation |
| * Consumer Education |                     |

### **General Educational Development (GED)**

General Educational Development (GED) classes are offered in the high school equivalency exam subject areas of:

- |                          |              |
|--------------------------|--------------|
| * Writing Skills/English | * Science    |
| * Social Studies         | * Literature |
| * Mathematics            |              |

Schedules are planned to meet individual needs.

The classes are offered free of charge with no cost for books and other educational materials.

Enrollment is not subject to regular college semester limitations.

Mississippi Delta Community College is proud of its GED Testing Center. The GED can be taken in English, French or Spanish. The five tests are offered in large print and on audio cassette. Students who have disabilities may apply for special accommodations.

The content of the test is broken down in the following manner:

- Language Arts, Writing – 120 minutes
  - Part I Multiple Choice – 75 minutes
  - Part II 200 Word essay – 45 minutes
- Social Studies – 70 minutes
- Science – 80 minutes
- Language Arts, Reading – 65 minutes

- Mathematics – 90 minutes
  - Part I – 45 minutes
  - Part II – 45 minutes

An average score of 450 (a total of 2250 points) with no score of less than 410 on an individual test is required to receive the GED diploma.

The GED Test is given once a month. An application may be obtained from Mississippi Delta Community College by calling 662-246-6524, downloading from our web site, or writing the state GED office. A completed application must be on file and examinee must have attended an orientation session in order to schedule testing. Proof of identity and a \$75.00 testing fee will be required by the testing center before testing is allowed.

**MDCC LAW ENFORCEMENT TRAINING ACADEMY**  
**(This is a certificate program)**

The Mississippi Delta Community College Law Enforcement Training Academy (MDCC LETA) is a Class I State Academy accredited by the Mississippi Board on Law Enforcement Officers' Standards and Training to offer all levels of training to law enforcement officers from the Delta region of Mississippi and from across the State. Training at the Academy began in August 1998. The MDCC LETA provides areas of training in the Basic Law Enforcement curriculum, advanced training, Refresher Course, and in-service training. The 12-week Academy is located on the campus of Mississippi Delta Community College, Highway 3, Moorhead, Mississippi.

The teacher/student ratio for Defensive Tactics Defensive Driving is 1 to 10. The ratio for Firearms and First Aid/CPR is 1 to 6. Otherwise, the ratio is one teacher per class. Each student, upon successfully completing requirements set forth by Mississippi Peace Officer Standards and Training will receive 20 college credit hours and their law enforcement certification.

MS POST requirements are 21 years of age  
CPR and First Aid certified  
Official high school transcript or GED transcript.  
OR official college transcript  
(**IF** the applicant has 12 or more college academic hours then *only* the college transcripts are needed for admission to the LETA.)

For an application, visit [www.msdelta.edu](http://www.msdelta.edu), see Programs of Study, Law Enforcement. For any more information regarding the program, please contact 662.246.6436.

Below is the list of academic courses the academy offers basic cadets:

CRJ1313	3 hours	CRJ2323	3 hours
CRJ1341	1 hour	CRJ2333	3 hours
CRJ1371	1 hour	HPR1553	3 hours
CRJ2213	3 hours	HPR1563	3 hours
CRJ2313	3 hours	HPR2211	1 hour



## HONORS

### I. Honors recognized by MDCC are as follows:

- A. Phi Theta Kappa\*
- B. Hall of Fame\*
- C. Departmental Awards\*
- D. Achievement Awards\*
- E. HEADWAE\*
- F. All USA Academic Team\*
- G. Service & Leadership Awards
- H. Scholars List and Honor Roll\*
- I. National Technical Honor Society (NTHS)

\*Recipients of these honors will be recognized at the annual Honors Day program.

### II. Criteria for Awards

A-1. *Phi Theta Kappa — The Zeta Zeta Chapter of Phi Theta Kappa* is a non-secret international honor society for junior/community colleges that was inaugurated at Mississippi Delta Community College in 1947. Initial selection of candidates is made by a review of transcripts by society advisors. Candidates must meet all of the following criteria.

1. Must be a full time student enrolled in a program of study leading to a B.A. or B.S. degree or a Technical degree and have completed one or more semesters with at least fifteen academic/ technical hours. Intermediate, developmental and remedial courses will not be considered;
2. As a freshman, have a cumulative grade point average of 3.5 or better on fifteen semester hours during the \*qualifying semester. (\*Fall or Spring semester). Summer school hours will not be considered.
3. As a sophomore, have a cumulative grade point of 3.5 on at least thirty semester hours;
4. Transfer students must complete fifteen hours through MDCC before being considered for membership;
5. Exhibit superior scholarship and leadership; and
6. Show evidence of good character.
7. To remain in good standing, a student must maintain a cumulative grade point of 3.0.

A-2. *Phi Theta Kappa – Beta Rho Omicron Chapter of Phi Theta Kappa* is a non-secret national honor society for junior/community colleges that was inaugurated

at Mississippi Delta Community College's Greenville Higher Education Center campus in 2008. Initial selection of candidates is made by a review of transcripts by society advisors. Candidates must meet all of the following criteria:

1. Must be a full-time or part-time student enrolled in a program of study leading to an A.A. degree, A.S. degree, or a Technical degree and have completed one or more semesters with at least 15 academic/technical hours earned credit (intermediate, developmental, and remedial courses will not be considered)
2. All students must have a cumulative grade point average of 3.5 or better on 15 semester hours
3. Transfer students must complete 15 hours through Mississippi Delta Community College before being considered for membership
4. Exhibit superior scholarship and leadership, and show evidence of good character
5. To remain in good standing, a student must maintain a 3.0 cumulative grade point average

B. Hall of Fame — This is the highest honor bestowed by Mississippi Delta Community College. The Standing College Committee on Honors and Awards is responsible for the selection of candidates based on recommendations from the faculty. It is bestowed upon an un-designated number who meet the following criteria:

1. Be a sophomore.
2. Have a scholastic average of 3.5 or better through the first term of the sophomore year.
3. Have been in school for an equivalent of three consecutive semesters.
4. Have rendered service and contributions to the school program.
5. Possess qualities of leadership, loyalty, character, overall excellent school citizenship, and potential community leadership.
6. Be presently enrolled in school.

C. Departmental Awards — A Departmental Award is the highest honor bestowed on a student by a department. In order for a student to be eligible for a departmental award, he/she must meet the following criteria:

1. Be a sophomore (unless he/she is in a one-year program).

2. Possess good traits of citizenship.
3. Show potential of success in the future in the departmental area of study.
4. Be selected by the faculty members of that department under the direction of the department chair.
5. Be currently enrolled at MDCC.
6. Have taken at least twelve semester hours or equivalent in the department (including three semester hours of courses in which currently enrolled).
7. Each department may award one departmental award. Should a student receive a Departmental Award, he/she will not be eligible for an Achievement Award from the same department.

D. Achievement Awards — Achievement Awards are awarded to students by departments for achievement in a particular discipline. An Achievement Award may be given to students meeting the following criteria:

1. Must be enrolled as a full-time freshman or sophomore.
2. Must have completed six hours in the department (which may include hours of current enrollment).
  - a. If more than one instructor teaches the course — one award per instructor, per 6 hour course (or two related 3 hour courses) may be given.
  - b. Departments may have additional requirements.

E. HEADWAE — HEADWAE is sponsored by the Mississippi Association of Colleges and the Mississippi Legislature. The HEADWAE student is selected by the Standing College Committee on Honors and Awards from faculty recommendations. The student is recognized at a luncheon and is the guest of legislators while the legislature is in session. The students must:

1. Be a Sophomore.
2. Have a scholastic average of 3.5 or better at the end of the preceding (freshman) year.
3. Be enrolled full-time and have been in school at MDCC for two consecutive semesters.

F. All USA Academic Team — The Phi Theta Kappa faculty committee will select two students from faculty nominations. They will be recognized on the state level as well as be considered for national honor.

1. To be eligible for nomination, a student must be currently enrolled in an institution that is a member of the American Association of Community Colleges.

2. The nominee must have completed at least twelve semester hours in pursuit of an Associate of Arts, Associate of Science, or an Associate of Applied Science degree, prior to being nominated and must currently post a cumulative grade-point average of not less than 3.5 and all course work taken at that college.

G. Service and Leadership Awards — These awards are not given for academics, but are to recognize students who have gone above the call of duty in giving their time and energies in some specific area of the school program at MDCC. The student should not have a record of academic or disciplinary probation. The Standing College Committee on Honors and Awards is responsible for the selection of candidates based on recommendations from the faculty.

H. President's, Dean's and Honors List — At the end of each semester, the Director of Admissions' Office will prepare and issue an Honor Roll. This list will include those students who have, as judged by their grade marks, done superior academic work during the term. Those attaining an average of 4.0 will be listed on the President's List. Those making 3.5-3.99 averages will be cited on the Dean's List. Those with 3.0- 3.49 will be recognized on the Honor List. Averages will be based on the total load carried. To be considered for any type of honor recognition, the student must carry a minimum load of twelve academic hours and have no grade lower than a C.

I. National Technical Honor Society (NTHS) —The mission of NTHS is to reward excellence in workforce education, build stronger industry education partnerships in local communities, and encourage students to develop the skills needed in today's quality-driven workplace.

1. Overall GPA of 3.0 or higher on a 4.0 scale
2. GPA for technical program or major 3.5 or higher
3. One or more faculty and/or staff recommendations
4. Active involvement in student government, CTSO, civic, or service organization(s)

J. Alpha Delta Nu – The Alpha Iota Chapter of the N-OADN Alpha Delta Nu Nursing Honor Society shall recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in

the recruitment of qualified individuals into the profession of nursing.

Membership shall be offered to students after the first three semesters who have:

1. maintained a cumulative GPA of 3.0 or above
2. have earned a grade of B or better in each nursing class of the nursing program.
3. no previous failures in any nursing course
4. demonstrated conduct on campus and the clinical areas that reflects integrity and professionalism
5. sponsored one educational or recruitment project

K. Lambda Nu – Mississippi Alpha Chapter of Lambda Nu is a non-secret national honor society for radiologic and imaging sciences that was inaugurated at Mississippi Delta Community College in 2012. Initial selection of candidates is made by a review of transcripts by society advisors. Candidates must meet all of the following criteria:

1. Professional course GPA 3.0 or higher on 4.0 scale after one full time semester
2. Enrollment in a radiologic or imaging sciences program as a full time student for at least two semesters
3. Evidence of professional commitment beyond minimum requirements of the program, including, but not limited to:
  - GPA higher than Chapter minimum
  - Actively pursuing an independent research project
  - Active membership in a professional organization, as evidenced by:
  - Holding office or committee appointments
  - Preparing for presentation of a professional paper or poster
  - Preparing for competition in a Quiz-Bowl
  - Clinical-based employment in a radiologic or imaging sciences field
  - Participating in a radiology elective course (Computed Tomography or Sectional Anatomy)

## **eLEARNING**

### **MDCC VIRTUAL COMMUNITY COLLEGE**

MDCC recognizes the needs of students, who because of various time or space barriers cannot attend the traditional classroom offerings of our courses. Through the use of the Internet, MDCC brings the opportunity for students to receive courses wherever internet access is available. MDCC provides a growing number of credit courses through eLearning delivery. MDCC is an active participant in the Mississippi Virtual Community College (MSVCC), an on-line effort of 15 public Mississippi Community Colleges, further increasing the number of Internet based courses that are available. MDCC is one of 17 colleges participating in the Mississippi Virtual Community College, an on-line consortium comprised of Mississippi's 15 public community colleges as well as Jackson State University and the University of Southern Mississippi. Membership in the MSVCC enables Mississippi Delta Community College, along with the other participating colleges, to leverage their eLearning resources.

Faculty and students participating in eLearning courses interact through phone, e-mail, discussion boards, chat rooms, and face to face meetings. These courses meet the same educational requirements as the traditional classroom, just in a more flexible format.

Admission/Registration procedures for eLearning courses are the same as outlined for the traditional courses. Cost for eLearning courses are maintained at the same rate as the traditional courses plus an additional online fee. The majority of textbooks required for eLearning courses can be purchased in the MDCC Bookstore located in Tanner Hall. This includes not only MDCC online courses, but courses hosted by other community colleges as well.

Information regarding the schedule for eLearning courses may be found on the MDCC eLearning webpage.

College Policies and Procedure for eLearning courses follow the same rules and regulations as traditional courses with a few specific exceptions. These exceptions are necessary due to the difference in delivery systems of traditional eLearning courses.

#### *Rules Specific to eLearning Instruction*

##### **1. Admissions:**

Admissions procedures and policies for eLearning students are as follows:

##### *General requirement:*

- Dorm students must enroll in 12 traditional class hours before being allowed to take online courses unless having prior approval by the VP of Instruction.

*Incoming freshman requirements:*

- Should have a minimum overall ACT score of 14 unless having prior approval by the VP of Instruction.
- May only take two online courses unless having prior approval by the VP of Instruction.
- If a participant in dual enrollment while in high school, the student may take more than two online courses.

*Returning student requirement:*

- The student has a cumulative 2.0 or higher GPA which is the requirement for taking online courses unless having prior approval by the VP of Instruction.

**2. Student Advising:**

Prior to registering for an eLearning course, MDCC requires that students consult with an advisor to determine if this method of delivery is a viable alternative.

**3. Registration:**

Students who wish to register for eLearning courses should (1) contact the Office of Admissions to gain acceptance to Mississippi Delta Community College, (2) consult with an advisor to discuss course and technical requirements. After completing these steps, the student is ready to register for courses. eLearning courses are added manually to a student's MDCC class schedule, thus causing a delay between when a student registers and when the courses actually appear on their MDCC class schedule. Students may check their MDCC class schedule in My Banner. If there are any problems with their registration, the eLearning office will contact the student via phone or email. eLearning students pay fees according to the same procedures as traditional students; however, a \$20 per semester credit hour fee is assessed.

**4. Withdrawal from Class:**

The MDCC eLearning webpage contains withdrawal instructions. The student is responsible for all tuition fees associated with the class upon registration. The last day to withdraw is posted on the MDCC eLearning webpage.

**5. Refund:**

**Summer eLearning Courses:**

There is no refund for summer eLearning course fees once courses begin. Students who register for courses and do not return for the registered semester must contact the eLearning office to be dropped from their courses before the first day of class. Failure to drop courses may result in

charges to the student's account and those courses may appear on the student's transcript.

### **Fall & Spring eLearning Courses:**

Refunds for Fall and Spring semester eLearning courses will be figured based upon the institutional refund policy which can be found under the student cost section of the MDCC catalog. Students who register for courses and do not return for the registered semester must contact the eLearning office to be dropped from their courses before the first day of class. Failure to drop courses may result in charges to the student's account and those courses may appear on the student's transcript.

### **6. Class Attendance and Participation:**

Attendance and participation on a regular basis is expected. If a student does not log in to class during the first two weeks of the Virtual Community College term or during the first week of a condensed (summer or late start term), the instructor will contact the eLearning coordinator and request that the student be withdrawn as a "never attended." The student activity is documented by means of "course statistics" in the course site and/or record of assignments submitted or participated in.

### **7. Instructional Quality:**

The Division Chairs are responsible for insuring quality in all courses that are taught by the division, both traditional and eLearning. The chairs work with the Vice President of Instruction and the eLearning coordinator to insure capable, qualified instruction in all areas of the college.

### **8. Accessibility:**

The eLearning Department at Mississippi Delta Community College welcomes and is prepared to accommodate any students with disabilities. If a disabled student is in need of special accommodations in any capacity, the student may address the need with the eLearning Coordinator.

### **9. Proctored Testing:**

A system of proctored testing has been established and communicated to instructors who teach eLearning courses. All courses require proctored testing at an approved site. The instructions for scheduling proctored exam appointments are located on the MDCC eLearning webpage.

### **10. Ownership of Materials/Copyright:**

Mississippi Delta Community College reserves the right of ownership of all electronic documents, programs, curricula, etc. developed under the auspices of the College.



## **Academic University Parallel Programs**

MDCC participates, along with all other Mississippi Community and Junior Colleges, in an articulation agreement with all Mississippi Institutions of Higher Learning, signed July, 2005. This agreement allows for over 160 prescribed areas of study, developed to allow ease of transfer from community colleges to the four year institutions. The majors most frequently pursued by Mississippi Delta Community College students are included and are reflective of the courses guaranteed for transfer and graduation. Students must consult with advisors in their area of study in order to stay on track toward successful transfer and graduation; however, all majors are available, through request, from the Office of Instruction or any MDCC academic advisor.

# ART CHECK LIST

CORE REQUIREMENTS:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMR 20__
Composition (ENG 1113 & 1123)—6 hrs						
Mathematics (MAT 1313 or higher)—3 hrs						
Laboratory Science (2 lec, 2 labs)—8 hrs						
Humanities (HIS--3 hrs; LIT--3 hrs)—6 hrs						
Social/Behavioral Sciences—(PSY 1513 and SOC 2113)—6 hrs						
Computer Apps (CSC 1123 or higher)—3 hrs						
Public Speaking (SPT 1113)—3 hrs						
Fine Arts (ART 2713-Art History I)—3 hrs						
<b>Total hrs 38</b>						
<b>MAJOR REQUIREMENTS:</b>						
ART 1433 Design I (3 hours)						
ART 1443 Design II (3 hours)						
ART 1313 Drawing I (3 hours)						
ART 1323 Drawing II (3 hours)						
ART 1453 3-D Design (3 hours)						
<b>ART 2713 Art History I (3 hours) – Counted in Fine Arts Core</b>						
ART 2723 Art History II (3 hours)						
<b>Total hrs 18</b>						
<b>TWO APPROVED ELECTIVES:</b>						
ART 2613 Pottery I (3 hours)						
ART 2513 Painting I ( 3 hours)						
ART 1383 Photography I (3 hrs)						
CSC 1213 Visual BASIC Computer Programming I (3 hrs)						
ENG 2433 Lit II (3 hrs)—(DSU Requires two Lits)						
MAT 1613 Calculus I (3 hrs)						
PSC 1113 American National Govt. (3 hrs)						
LLS 1151 College Life (1 hr.)						
LLS 1311 Orientation (1 hr.)						
LLS 1413 Improvement of Study (3 hrs.)						
LLS 1723 Employment Readiness (3 hrs.)						
<b>Total hrs 8</b>						
<b>*HPR ELECTIVES: (2 hours)</b>						
Badminton ( 1 hr); Weight Training (1 hr)						
Fitness Walking/Jogging (1 hr)						
*Optional (DSU requirement)						
<b>Total Hours: 62</b>						
<b>Advisor Initials: _____</b>						
<b>Date: _____</b>						

An Associate in Arts degree will be awarded upon completion of not less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band and Chorus. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

**BIOLOGICAL SCIENCES CHECK LIST**

<b>CORE REQUIREMENTS:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113 & 1123) - 6 hrs						
Mathematics (MAT 1313 or higher) - 3 hrs						
Laboratory Science (2 lecs, 2 labs) - 8 hrs						
Humanities (HIS - 3 hrs; LIT - 3 hrs) - 6 hrs						
Social/Behavioral Sciences (PSY 1513 and SOC 2113) -6 hrs						
Computer Apps (CSC 1123 or higher) -3 hrs						
Public Speaking (SPT 1113) -3 hr						
Fine Arts (ART 1113 or MUS 1113) - 3 hrs						
<b>Total</b> <b>38 hrs</b>						
<b>COURSES RECOMMENDED FOR MAJOR:</b>						
BIO 1133 General Biology I Lecture (3 hrs included above in Laboratory Science)						
BIO 1131 General Biology I Lab (1 hr included above in Laboratory Science)						
BIO 1143 General Biology II Lecture (3 hrs included above in Laboratory Science)						
BIO 1141 General Biology II Lab (1 hr included above in Laboratory Science)						
CHE 1213 General Chemistry I Lecture - 3 hrs						
CHE 1211 General Chemistry I Lab - 1 hr						
CHE 1223 General Chemistry II Lecture - 3 hrs						
CHE 1221 General Chemistry II Lab - 1 hr						
CHE 2423 Organic Chemistry I Lecture - 3 hrs						
CHE 2421 Organic Chemistry I Lab - 1 hr						
CHE 2433 Organic Chemistry II Lecture - 3hrs						
CHE 2431 Organic Chemistry II Lab - 1hr						
PHY 2413 Physics I Lecture - 3 hrs						
PHY 2411 Physics I Lab - 1 hr						
PHY 2423 Physics II Lecture - 3 hrs						
PHY 2421 Physics II Lab - 1 hr						
<b>Total</b> <b>24 hrs</b>						
<b>APPROVED ELECTIVES:</b>						
BIO 1313 Botany Lecture* - 3 hrs						
BIO 1311 Botany Lab* - 1 hr						
BIO 2433 General Zoology Lecture* - 3 hrs						
BIO 2431 General Zoology Lab* - 1 hr						
BIO 2923 Microbiology Lecture* - 3 hrs						
BIO 2921 Microbiology Lab* - 1 hr						
LLS 1151 College Life* - 1 hr						
LLS 1311 Orientation* - 1 hr						
LLS 1413 Improvement of Study* - 3 hr						
LLS 1723 Employment Readiness* - 3 hr						
MAT 1323 Trigonometry* - 3 hrs						
<b>*SUBJECTS DENOTED BY AN ASTERICK ARE NOT REQUIRED BY ALL MAJORS. CONSULT APPROPRIATE COLLEGE CATALOG FOR COURSE OF STUDY.</b>						
<b>Total Hours: <u>62</u></b>						
<b>Advisor Initials: _____</b>						
<b>Date: _____</b>						

An Associate in Arts degree will be awarded upon completion of not less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

**BUSINESS CHECK LIST**

<b>CORE REQUIREMENTS:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113 & 1123)--3 hrs.						
Mathematics (MAT 1313 or higher)--3 hrs.						
Laboratory Science (2 lec, 2 labs)--3 hrs.						
Humanities (HIS--3 hrs.; LIT--3 hrs.)--6 hrs.						
Social/Behavioral Sciences—(PSY 1513 & SOC 2113)--6 hrs.						
Computer Apps (CSC 1123 or higher)--3 hrs.						
Public Speaking (SPT 1113)--3 hrs.						
Fine Arts (ART 1113 or MUS 1113)--3 hrs.						
<b>Total</b> <b>38 hrs</b>						
<b>MAJOR REQUIREMENTS:</b>						
ACC 1213 Principles of Accounting I--3 hrs.						
ACC 1223 Principles of Accounting II--3 hrs.						
BAD 2323 Business Statistics--3 hrs.						
BAD 2413 Legal Envir of Business--3 hrs.						
ECO 2113 Principles of Macroeconomics--3 hrs.						
ECO 2123 Principles of Microeconomics--3 hrs.						
MAT 1513 Business Calculus--3 hrs.						
<b>Total</b> <b>21 hrs</b>						
<b>ONE APPROVED ELECTIVE:</b>						
BOA 1413 Keyboarding --3 hrs.						
BOA 2613 Bus. Comm.--3 hrs.						
CSC 1133 Computer Apps II--3 hrs.						
CSC 1213 Visual BASIC Computer Programming I--3 hrs.						
ENG 2433 Lit II--3 hrs.--(DSU Requires 2 Lits)						
HIS 1173 or 2223 (Part II)--3 hrs.						
LLS 1151 College Life --1 hr.						
LLS 1311 Orientation--1 hr.						
LLS 1413 Improvement of Study – 3 hrs.						
LLS 1723 Employment Readiness--3 hrs						
MAT 1613 Calculus I--3 hrs.						
PSC 1113 American National Govt.--3 hrs.						
<b>Total</b> <b>3 hrs</b>						
<b>*HPR ELECTIVES: (2 hours)</b>						
Badminton-- 1 hr.; Weight Training--1 hr.						
Fitness Walking/Jogging--1 hr.						
*Optional (DSU requirement)						
<b>Total Hours: 62</b>						
<b>Advisor Initials: _____</b>						
<b>Date: _____</b>						

An Associate in Arts degree will be awarded upon completion of not less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band and Chorus. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

**CHEMISTRY/PHYSICAL SCIENCES CHECK LIST**

<b>CORE REQUIREMENTS:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113 & 1123) - 6 hrs						
Mathematics (MAT 1313 or higher) - 3 hrs						
Laboratory Science (2 Lec; 2 Labs) - 8 hrs						
Humanities (HIS - 3 hrs; LIT - 3 hrs) - 6 hrs						
Social/Behavioral Sciences (PSY 1513 and SOC 2113) - 6 hrs						
Computer Apps (CSC 1123 or higher) - 3 hrs						
Public Speaking (SPT 1113) - 3 hrs						
Fine Arts (ART 1113 or MUS 1113) - 3 hrs						
<b>Total</b> <b>38 hrs</b>						
<b>COURSES RECOMMENDED FOR MAJOR:</b>						
CHE 1213 Gen Chemistry I Lecture - (3 hrs included above in Laboratory Science)						
CHE 1211 Gen Chemistry I Lab (1 hr included above in Laboratory Science)						
CHE 1223 Gen Chemistry II Lecture - (3 hrs included above in Laboratory Science)						
CHE 1221 Gen Chemistry II Lab - (1 hr included above in Laboratory Science)						
CHE 2423 Organic Chemistry I Lecture - 3 hrs						
CHE 2421 Organic Chemistry I Lab - 1 hr						
CHE 2433 Organic Chemistry II Lecture - 3 hrs						
CHE 2431 Organic Chemistry II Lab - 1 hr						
PHY 2513 Physics I-A Lecture - 3 hrs						
PHY 2511 Physics I-A Lab - 1 hr						
PHY 2523 Physics II-A Lecture - 3 hrs						
PHY 2521 Physics II-A Lab - 1 hr						
MAT 1323 Trig - 3 hrs						
MAT 1613 Calculus I (College Algebra and Trig may be taken prior to Calculus) - 3 hrs						
MAT 1623 Calculus II - 3 hrs						
MAT 2613 Calculus III - 3 hrs						
MAT 2913 Diff Equations - 3 hrs						
<b>Total</b> <b>24 hrs</b>						
<b>APPROVED ELECTIVES:</b>						
BIO 1313 Botany w/Lab* - 4 hrs						
ECO 2113 Prin of Econ (Macro)* - 3 hrs						
GEO 1113 World Geography* - 3 hrs						
LLS 1151 College Life* - 1 hr						
LLS 1311 Orientation* - 1 hr						
LLS 1413 Improvement of Study* - 3 hr						
LLS 1723 Employment Readiness* - 3 hr						
MFL French/Spanish I* - 3 hrs						
MFL French/Spanish II* - 3 hrs						
PSC 1113 Am. National Government* - 3 hrs						
<b>*SUBJECTS DENOTED BY AN ASTERICK ARE NOT REQUIRED BY ALL MAJORS. CONSULT APPROPRIATE COLLEGE CATALOG FOR COURSE OF STUDY.</b>						
<b>Total Hours: 62</b>						
<b>Advisor Initials: _____</b>						
<b>Date: _____</b>						

An Associate in Arts degree will be awarded upon completion of not less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

# CIS CHECK LIST

CORE REQUIREMENTS:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113 & 1123)--3 hrs.						
Mathematics (MAT 1313 or higher)--3 hrs.						
Laboratory Science (2 lec, 2 labs)--3 hrs.						
Humanities (HIS--3 hrs.; LIT--3 hrs.)--6 hrs.						
Social/Behavioral Sciences—(PSY 1513 & SOC 2113)--6 hrs.						
Computer Apps (CSC 1123 or higher)--3 hrs.						
Public Speaking (SPT 1113)--3 hrs.						
Fine Arts (ART 1113 or MUS 1113)--3 hrs.						
<b>Total 38 hrs</b>						
<b>MAJOR REQUIREMENTS:</b>						
ACC 1213 Principles of Accounting I--3 hrs.						
ACC 1223 Principles of Accounting II--3 hrs.						
BAD 2323 Business Statistics--3 hrs.						
BAD 2413 Legal Envir of Business--3 hrs.						
CSC 1133 Computer Apps II--3 hrs.						
CSC 1213 Visual BASIC Computer Programming I--3 hrs.						
ECO 2113 Principles of Macroeconomics--3 hrs.						
ECO 2123 Principles of Microeconomics--3 hrs.						
MAT 1513 Business Calculus--3 hrs.						
<b>Total 21 hrs</b>						
<b>ONE APPROVED ELECTIVE:</b>						
BOA 1413 Keyboarding --3 hrs.						
BOA 2613 Bus. Comm.--3 hrs.						
ENG 2433 Lit II--3 hrs.--(DSU Requires 2 Lits)						
HIS 1173 or 2223 (Part II)--3 hrs.						
LLS 1151 College Life --1 hr.						
LLS 1311 Orientation--1 hr.						
LLS 1413 Improvement of Study--3 hrs.						
LLS 1723 Employment Readiness--3 hrs						
MAT 1613 Calculus I--3 hrs.						
PSC 1113 American National Govt.--3 hrs.						
<b>Total 3 hrs</b>						
<b>*HPR ELECTIVES: (2 hours)</b>						
Badminton-- 1 hr.; Weight Training--1 hr.						
Fitness Walking/Jogging--1 hr.						
*Optional (DSU requirement)						
<b>Total Hours: 62</b>						
<b>Advisor Initials: _____</b>						
<b>Date: _____</b>						

An Associate in Arts degree will be awarded upon completion of not less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band and Chorus. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

# COMMUNICATION CHECK LIST

CORE REQUIREMENTS:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113 & 1123)—6 hrs						
Mathematics (MAT 1313 or higher)—3 hrs						
Laboratory Science (2 lec, 2 labs)—8 hrs						
Humanities (HIS--3 hrs; LIT--3 hrs)—6 hrs						
Social/Behavioral Sciences—(PSY 1513 and SOC 2113)—6 hrs						
Computer Apps (CSC 1123 or higher)—3 hrs						
Public Speaking (SPT 1113)—3 hrs						
Fine Arts (ART 1113 – Art Appreciation, or MUS 1113–Music Appreciation)—3 hrs						
<b>Total hrs. 38</b>						
<b>MAJOR REQUIREMENTS:</b>						
<b>SPT 1113 PUBLIC SPEAKING I (3 hours) – counted in Core Requirements</b>						
SPT 1153 – VOICE AND DICTION (3 hours)						
SPT 2173 Interpersonal Communications (3 hours)						
<b>Total 6 hrs.</b>						
<b>ELECTIVES: (18 hours)</b>						
LLS 1151 College Life ( 1 hr.)						
LLS 1311 Orientation (1 hr.)						
LLS 1413 Improvement of Study (3 hrs.)						
LLS 1723 Employment Readiness (3 hrs.)						
Total hours- 8						
<b>Total Hours: 62</b>						
<b>Advisor Initials</b>						
<b>Date:</b>						

An Associate in Arts degree will be awarded upon completion of not less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band and Chorus. Student should consult the catalog of the university to which they plan to transfer for specific degree requirements.

## ENGLISH CHECKLIST

CORE REQUIREMENTS:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113 & ENG 1123)–6 hrs						
Mathematics (MAT 1313 or higher)–3 hrs						
Laboratory Science (2 lec, 2 labs)–8 hrs						
Humanities (HIS – 3 hrs; LIT – 3 hrs)–6 hrs						
Social/Behavioral Sciences (PSY 1513 & SOC 2113)–6 hrs						
Computer Apps (CSC 1123 or higher)–3 hrs						
Public Speaking (SPT 1113)–3 hrs						
Fine Arts (ART 1113 – Art Appreciation or MUS 1113 – Music Appreciation)–3 hrs						
<b>TOTAL</b> 38 hrs						
<b>APPROVED ELECTIVES:</b> 24 hrs						
ENG 2133 Creative Writing (3hrs)						
EPY2533 Human Growth (3 hrs)						
GEO 1113 World Geography (3 hrs)						
HIS (in addition to CORE)						
HPR1163 First Aid & CPR (3 hrs)						
HPR1213 Personal & Community Health (3 hrs)						
LIT (in addition to CORE)						
LLS 1151 College Life (1 hr)						
LLS 1311 Orientation (1hr)						
LLS 1413 Improvement of Study (1hr)						
LLS 1723 Employment Readiness (hr)						
PSC 1113 American Government (3 hrs)						
SOC2133 Social Problems (3 hrs)						
<b>*HPR ELECTIVES: (2 hours)</b>						
Badminton (1 hr); Weight Training (1 hr)						
<b>Fitness Walking/Jogging (1 hr)</b>						
*Optional (DSU requirement)						
<b>Total Hours:</b> 62						
<b>Advisor Initials:</b> _____						
<b>Date:</b> _____						

An Associate in General Education degree will be awarded upon completion of not less than sixty-two hours of credit with a **minimum cumulative grade point average of 2.00**. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. Student should consult the catalog of the university to which they plan to transfer for specific degree requirements.



NAME \_\_\_\_\_

## GENERAL EDUCATION CHECKLIST

CORE REQUIREMENTS:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113 & ENG 1123)–6 hrs						
Mathematics (MAT 1313 or higher)–3 hrs						
Laboratory Science (2 lec, 2 labs)–8 hrs						
Humanities (HIS – 3 hrs; LIT – 3 hrs)–6 hrs						
Social/Behavioral Sciences (PSY 1513 & SOC 2113)–6 hrs						
Computer Apps (CSC 1123 or higher)–3 hrs						
Public Speaking (SPT 1113)–3 hrs						
Fine Arts (ART 1113 – Art Appreciation or MUS 1113 – Music Appreciation)–3 hrs						
<b>TOTAL 38 hrs</b>						
<b>APPROVED ELECTIVES: 24 hrs</b>						
EPY2533 Human Growth (3 hrs)						
GEO 1113 World Geography (3 hrs)						
HIS (in addition to CORE)						
HPR1163 First Aid & CPR (3 hrs)						
HPR1213 Personal & Community Health (3 hrs)						
LIT (in addition to CORE)						
LLS 1151 College Life (1 hr)						
LLS 1311 Orientation (1 hr)						
LLS 1413 Improvement of Study (3 hrs)						
LLS 1723 Employment Readiness (3 hrs)						
PSC 1113 American Government (3 hrs)						
SOC2133 Social Problems (3 hrs)						
<b>*HPR ELECTIVES: (2 hours)</b>						
Badminton (1 hr); Weight Training (1 hr)						
<b>Fitness Walking/Jogging (1 hr)</b>						
*Optional (DSU requirement)						
<b>Total Hours: 62</b>						
<b>Advisor Initials: _____</b>						
<b>Date: _____</b>						

An Associate in General Education degree will be awarded upon completion of not less than sixty-two hours of credit with a **minimum cumulative grade point average of 2.00**. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. Student should consult the catalog of the university to which they plan to transfer for specific degree requirements.

An Associate in Arts degree will be awarded upon completion of not less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-five hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band and Chorus. Student should consult the catalog of the university to which they plan to transfer for specific degree requirements.

NAME \_\_\_\_\_

# HUMANITIES CHECK LIST

Core Requirements:	Prev. Taken	FALL ____	SPRING __	FALL ____	SPRING ____	SUMMER
Composition (ENG 1113 & 1123)—6 hrs						
Mathematics (MAT 1313 or higher)—3 hrs						
Laboratory Science (2 lec, 2 labs)—8 hrs						
Humanities (HIS--3 hrs; LIT--3 hrs)—6 hrs						
Social/Behavioral Sciences—(PSY 1513 & SOC 2113)—6 hrs						
Computer Apps (CSC 1123 or higher)—3 hrs						
Public Speaking (SPT 1113)—3 hrs						
Fine Arts (ART 1113 or MUS 1113)—3 hrs						
<b>Total 38 hrs</b>						
<b>ELECTIVES IN SOCIAL SCIENCE:</b> <b>(Please see an adviser</b> <b>For help with your major)</b>						
CRJ 1313 Intro to Criminal Justice (3hrs.)						
CRJ 1383 Criminology (3hrs.)						
CRJ 2513 Law Enforcement and the Juvenile (3hrs.)						
PSC 1113 American Government (3hrs)						
ENG 2133 Creative Writing (3hrs)						
ENG 2223 American Lit. I(3 hrs)						
ENG 2233American Lit. II(3hrs)						
EPY 2513 Child Psy (3hrs.)						
EPY 2533 Human Growth (3hrs.)						
GEO 1113 World Geo (3hrs. )						
HIS 1613 Survey of African American History (3hrs.)						
HIS 2213 U.S. History I (3hrs.)						
HIS 2223 U.S. History II (3hrs.)						
LLS 1151 College Life (1hrs)						
LLS 1311 Orientation (1 hr.)						
LLS 1413 Improvement of Study (3 hrs.)						
LLS 1723 Employment Readiness (3 hrs.)						
PHI 1113 Old Testament (3hrs.)						
PHI 1133 New Testament (3 hrs.)						
SOC 2133 Social Problems (3hrs.)						
SOC 2143 Marriage and Family (3hrs.)						
<b>HPR ELECTIVES: (2 hours)</b>						
Badminton(1hr.)						
Walking/Jogging (1hr.)						
Weight Training(1hr.)						
<b>Total Hours: 62</b>						
<b>Advisor Initials:</b>						
<b>Date:</b>						

An Associate in General Education degree will be awarded upon completion of not less than sixty-two hours of credit with a **minimum cumulative grade point average of 2.00**. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. Student should consult the catalog of the university to which they plan to transfer for specific degree requirements.

# MATHEMATICS CHECK LIST

<b>CORE REQUIREMENTS:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113 & 1123) - 6 hrs						
Mathematics (MAT 1313 or higher) -3 hrs						
Laboratory Science (BIO/CHE/PHY* - 2 lecs, 2 labs in sequence) - 8 hrs						
Humanities (HIS -3 hrs, LIT -3 hrs) - 6 hrs						
Social/Behavioral Sciences (PSY 1513 and SOC 2113) -6 hrs						
Computer Apps (CSC 1123 or higher) -3 hrs						
Public Speaking (SPT 1113) -3 hrs						
Fine Arts (ART 1113 or MUS 1113) -3 hrs						
<b>Total</b> <b>38 hrs</b>						
<b>COURSES RECOMMENDED FOR MAJOR:</b>						
MAT 1323 Trig - 3 hrs						
MAT 1613 Calculus I (college algebra and trig maybe taken first) - 3 hrs						
MAT 1623 Calculus II - 3 hrs						
MAT 2613 Calculus III - 3 hrs						
MAT 2623 Calculus IV - 3 hrs						
MAT 2913 Differential Equations - 3 hrs						
MFL 1213 French/Spanish I - 3 hrs						
MFL 1223 French/Spanish II - 3 hrs						
<b>Total</b> <b>24 hrs</b>						
<b>OTHER APPROVED COURSES:</b>						
BIO/CHE/PHY* Recommended for major (1 lec, 1 lab in sequence) - 4 hrs						
<b>APPROVED ELECTIVES (ANY 2)</b>						
Badminton - 1 hr						
Fitness Walking/Jogging - 1 hr						
Weight Training - 1 hr						
LLS 1151 College Life - 1 hr						
LLS 1311 Orientation - 1 hr						
LLS 1413 Improvement of Study - 3 hr						
LLS 1723 Employment Readiness - 3 hr						
<b>*Note: Physics should be calculus based</b>						
<b>Total Hours: 62</b>						
<b>Advisor Initials: _____</b>						
<b>Date: _____</b>						

An Associate in Arts degree will be awarded upon completion of not less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

# MUSIC CHECK LIST

CORE REQUIREMENTS:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113 & 1123)—6 hrs						
Mathematics (MAT 1313 or higher)—3 hrs						
Laboratory Science (2 lec, 2 labs)—8 hrs						
Humanities (HIS--3 hrs; LIT--3 hrs)—6 hrs						
Social/Behavioral Sciences—(PSY 1513 and SOC 2113)—6 hrs						
Computer Apps (CSC 1123 or higher)—3 hrs						
Public Speaking (SPT 1113)—3 hrs						
Fine Arts (MUS 1123) – Music Survey—3 hrs						
<b>Total hrs. 38 hrs.</b>						
<b>MAJOR REQUIREMENTS:</b>						
MUS 1211 Music Theory I Lab(1 hour)						
MUS 1214 Music Theory I(4 hours)						
MUS 1221 Music Theory II Lab(1 hour)						
MUS 1224 Music Theory II (4 hours)						
MUS 2211 Music Theory III Lab (1 hour)						
MUS 2214 Music Theory III (4 hours)						
MUS 2221 Music Theory IV Lab (1 hour)						
MUS 2224 Music Theory IV (4 hours)						
<b>MUS 1123 Music Survey (3 hours)- Counted in Fine Arts Core</b>						
Applied Major- 8 hours						
Applied Minor- 4 hours						
Music Ensemble- 4 semesters						
<b>Total 36 hrs</b>						
Electives:						
LLS 1151 College Life (1 hr)						
LLS 1311 Orientation (1 hr)						
LLS 1413 Improvement of Study (3 hrs.)						
LLS 1723 Employment Readiness (3 hrs.)						
Total hours- 8						
<b>Total Hours: 74</b>						
<b>Advisor Initials: _____</b>						
<b>Date: _____</b>						

An Associate in Arts degree will be awarded upon completion of not less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band and Chorus. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

# PRE-ARCHITECTURE CHECK LIST

<b>CORE REQUIREMENTS:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113 or 1123) - 6 hrs						
Mathematics (MAT 1313 or higher) - 3 hrs						
Laboratory Science (2 lecs; 2 labs) - 8 hrs						
Humanities (HIS - 3 hrs; LIT - 3 hrs) - 6 hrs						
Social/Behavioral Sciences (PSY 1513 and SOC 2113) - 6 hrs						
Computer Apps (CSC 1123 or higher) - 3 hrs						
Public Speaking (SPT 1113) - 3 hrs						
Fine Arts (ART 1113 or MUS 1113) - 3 hrs						
<b>Total</b> <b>38 hrs</b>						
<b>COURSES RECOMMENDED FOR MAJOR:</b>						
ART 1313 Drawing I - 3 hrs						
ART 1323 Drawing II - 3 hrs						
MAT 1323 Trigonometry - 3 hrs						
MAT 1513 Bus. Cal or MAT 1613 Calculus I - 3 hrs						
PHY 2413/2411 General Physics I w/lab (4 hrs included above in Laboratory Science)						
PHY 2423/2421 General Physics II w/lab (4hrs included above in laboratory Science)						
SOC 2243 Cultural Anthropology - 3 hrs						
<b>APPROVED ELECTIVES:</b>						
LLS 1151 College Life - 1 hr						
LLS 1311 Orientation - 1 hr						
LLS 1413 Improvement of Study - 3 hr						
LLS 1723 Employment Readiness - 3 hr						
<b>Total</b> <b>24 hrs</b>						
<b>Note: Students should contact the School of Architecture at MSU by the end of the second semester of the freshman year to determine courses that should be taken after that point.</b>						
<b>CONSULT APPROPRIATE COLLEGE FOR COURSE OF STUDY.</b>						
<b>Total Hours:</b> <u>62</u>						
<b>Advisor Initials:</b> _____						
<b>Date:</b> _____						

An Associate in Arts degree will be awarded upon completion of not less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

NAME \_\_\_\_\_

## PRE-ENGINEERING CHECK LIST

CORE REQUIREMENTS:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113 & 1123) - 6 hrs						
Mathematics (MAT 1313 or higher) - 3 hrs						
Laboratory Science (CHE/PHY - 2 lecs, 2 labs in sequence) - 8 hrs						
Humanities (HIS - 3 hrs., LIT - 3 hrs) - 6 hrs						
Social/Behavioral Sciences (PSY 1513 and SOC 2113) - 6 hrs						
Computer Apps (CSC 1123 or higher) - 3 hrs						
Public Speaking (SPT 1113) - 3 hrs						
Fine Arts (ART 1113 or MUS 1113) - 3 hrs						
<b>Total</b> <span style="float: right;"><b>38 hrs</b></span>						
<b>COURSES RECOMMENDED FOR MAJOR:</b>						
MAT 1613 Calculus I (college algebra and Trig may be taken first) - 3 hrs						
MAT 1623 Calculus II - 3 hrs						
MAT 2613 Calculus III - 3 hrs						
MAT 2623 Calculus IV - 3 hrs						
MAT 2913 Diff Equations - 3 hrs						
** BAD 2413 - Legal Env Of Business (check your major to see if this is needed) - 3 hrs						
<b>APPROVED ELECTIVES: (Any 2)</b>						
Badminton - 1 hr						
Fitness Walking/Jogging - 1 hr						
Weight Training - 1 hr						
LLS 1151 College Life - 1 hr						
LLS 1311 Orientation - 1 hr						
LLS 1413 Improvement of Study - 3 hr						
LLS 1723 Employment Readiness - 3 hr						
<b>Total</b> <span style="float: right;"><b>24 hrs</b></span>						
<b>Total Hours: <u>62</u></b>						
<b>Advisor initials: _____</b>						
<b>Date: _____</b>						

An Associate in Arts degree will be awarded upon completion of not less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

**PRE-HEALTH PROFESSIONAL CHECK LIST**

	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
<b>CORE REQUIREMENTS:</b>						
Composition (ENG 1113 & 1123) - 6 hrs						
Mathematics (MAT 1313 or higher) - 3 hrs						
Laboratory Science (2 lec, 2 labs) - 8 hrs						
Humanities (HIS - 3 hrs, LIT - 3 hrs) - 6 hrs						
Social /Behavioral Sciences (PSY 1513 and SOC 2113) - 6 hrs						
Computer Apps (CSC 1123 or higher) - 3 hrs						
Public Speaking (SPT 1113) - 3 hrs						
Fine Arts (ART 1113 or MUS 1113) - 3 hrs						
<b>Total 38 hrs</b>						
<b>COURSES RECOMMENDED FOR MAJOR:</b>						
BIO 1133 General Biology I Lec or BIO 2433 General Zoology Lec - 3 hrs						
BIO 1131 General Biology I Lab or BIO 2431 General Zoology Lab - 1 hr						
BIO 1143 General Biology II Lec - 3 hrs						
BIO 1141 General Biology II Lab - 1 hr						
BIO 2923 Microbiology Lec* - 3 hrs						
BIO 2921 Microbiology Lab* - 1 hr						
BIO 2513 Human Anatomy & Physiology I Lec* - 3 hrs						
BIO 2511 Human Anatomy & Physiology I Lab* - 1 hr						
BIO 2523 Human Anatomy & Physiology II Lec* - 3 hrs						
BIO 2521 Human Anatomy & Physiology II Lab* - 1 hr						
CHE 1213 General Chemistry I Lec - 3 hrs						
CHE 1211 General Chemistry I Lab - 1 hr						
CHE 1223 General Chemistry II Lec* - 3 hrs						
CHE 1221 General Chemistry II Lab* - 1 hr						
CHE 2423 Organic Chemistry I Lec* - 3 hrs						
CHE 2421 Organic Chemistry I Lab* - 1 hr						
CHE 2433 Organic Chemistry II Lec* - 3 hrs						
CHE 2431 Organic Chemistry II Lab* - 1 hr						
ECO 2123 Microeconomics* - 3 hrs						
EPY 2533 Human Growth and Development* - 3 hrs						
FCS The Family*						
FCS 1253 Nutrition* - 3 hrs						
MAT 1323 Trigonometry* - 3 hrs						
MAT 1613 Calculus I* - 3 hrs						
MAT 2323 Statistics* - 3 hrs						
PHY 2413 General Physics I Lec* - 3 hrs						
PHY 2411 General Physics I Lab* - 1 hr						
PHY 2423 General Physics II Lec* - 3 hrs						
PHY 2421 General Physics II Lab* - 1 hr						
<b>Total 24 hrs</b>						
<b>APPROVED ELECTIVES:</b>						
LLS 1151 College Life* - 1 hr						
LLS 1311 Orientation* - 1 hr						
LLS 1413 Improvement of Study* - 3 hr						
LLS 1723 Employment Readiness* - 3 hr						
<b>*SUBJECTS DENOTED BY AN ASTERICK ARE NOT REQUIRED BY ALL MAJORS. CONSULT APPROPRIATE COLLEGE CATALOG FOR COURSE OF STUDY.</b>						
<b>Total Hours: 62</b>						



## **ACADEMIC UNIVERSITY PARALLEL PROGRAMS DESCRIPTION OF COURSES**

The academic courses offered by Mississippi Delta Community College follow the uniform course numbering system for public junior/community colleges in Mississippi. The numbers for university parallel courses carry four digits. The first digit indicates the year that the course is normally taught. Generally courses required or recommended for freshmen begin with a “1” and courses at the sophomore level begin with a “2.” The last of the four digits indicates semester hours credit carried by the course. The second and third digits are used to separate courses within departments. The course descriptions are those adopted in the uniform numbering system and are intended to be equivalent to those courses offered at the same level at four-year institutions.

### **Mississippi Virtual Community College**

Mississippi Delta Community College participates in the consortium known as the Mississippi Virtual Community College (MSVCC). Students may take online courses through the MSVCC that may not be taught through MDCC in the traditional manner. Only those courses taught in the traditional format through MDCC are included in the College Catalog/Student Handbook. For a complete course listing of online classes through MSVCC go to <http://sbcjweb.sbcjc.cc.ms.us/MsvccVisitor/>.

### **ACCOUNTING (ACC)**

**ACC 1213. PRINCIPLES OF ACCOUNTING I.** A study of the financial accounting principles that relate to business. The topics to be covered include the accounting cycle, accounting systems for service and merchandising businesses, assets, liabilities, and equity.

**ACC 1223. PRINCIPLES OF ACCOUNTING II.** A continuation of ACC 1213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Prerequisite: Accounting 1213.

### **ART (ART)**

**ART 1113. ART APPRECIATION.** A course designed to provide an understanding and appreciation of the visual arts.

**ART 1313. DRAWING I.** Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation and synthesis of these components to create an organized visual expression. Black and white media will be stressed.

**ART 1323. DRAWING II.** Continuation of rendering skills introduced in Drawing I with emphasis on color, composition and creative expression.

**ART 1383. PHOTOGRAPHY I.** An introduction to the theory, practice, and history of black and white photography with emphasis on basic camera processes, developing, printing composition, and presentation.

**ART 1393. PHOTOGRAPHY II** – Advanced camera and darkroom techniques with emphasis on photographic design and alternative processes.

**ART 1433. DESIGN I.** To provide students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/methodology involving black and white design problems which apply principles and elements of visual design. This course is a prerequisite for Design 1443 and all other Art courses with exception of ART 2613 and ART 2433. Lecture/Laboratory, six hours.

**ART 1443. DESIGN II.** To provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as an intuitive sense of seeing, mixing and applying color and light to design problems. Prerequisite: ART 1433. Lecture/Laboratory, six hours.

**ART 1453. THREE DIMENSIONAL DESIGN.** To provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in mixed media. Prerequisite Art 1443. Lecture/lab three hours.

**ART 2513. PAINTING I.** Techniques used in painting media in a variety of subject matter. Prerequisites: ART 1423. Lecture, three hours, laboratory, three hours.

**ART 2523. PAINTING II.** Advanced problems in painting media. Prerequisite: ART 2513. Lecture, three hours, laboratory, three hours.

**ART 2613 CERAMICS I** - This course is directed toward an introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by hand and by mechanical means, various kiln operations, understanding the nature of clay and glazes and an appreciation of functional and non-functional forms.

**ART 2623. CERAMICS II (POTTERY II).** A continuation of skills introduced in Ceramics I. Emphasis on individual problem solving. Prerequisite: ART 2613. Lecture/laboratory, three hours.

**ART 2713. ART HISTORY I.** Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. Lecture/laboratory, three hours.

**ART 2723. ART HISTORY II.** Survey course of historical background of art forms from Renaissance to present with special emphasis on contemporary expression. Lecture, three hours.

## **BIOLOGY (BIO)**

**BIO 1111. PRINCIPLES OF BIOLOGY I LAB.** A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1113 Principles of Biology I Lecture.

**BIO 1113. PRINCIPLES OF BIOLOGY I LECTURE.** A lecture course for non-science majors that provides an introduction to the basic principles of modern biology and their

relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, genetics.

**BIO 1121. PRINCIPLES OF BIOLOGY II LAB.** A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1123 Principles of Biology II, Lecture.

**BIO 1123. PRINCIPLES OF BIOLOGY II LECTURE.** A lecture course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems.

**BIO 1131. GENERAL BIOLOGY I LAB.** A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I lecture.

**BIO 1133. GENERAL BIOLOGY I LECTURE.** A lecture course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and physiology, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics.

**BIO 1141. GENERAL BIOLOGY II LAB.** A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143 General Biology II, Lecture

**BIO 1143. GENERAL BIOLOGY II LECTURE.** A lecture course for the science majors that reinforces concepts introduced in BIO 1133 General Biology I, Lecture, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. Pre-requisite: BIO 1133 and BIO 1131

**BIO 1211. ENVIRONMENTAL SCIENCE LAB.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1213 Environmental Science Lecture.

**BIO 1213. ENVIRONMENTAL SCIENCE LECTURE.** A lecture course covering the relevance of ecological principles to environmental problems and the relationship of humans to their environment with emphasis on preservation of environmental quality.

**BIO 1311. BOTANY I LAB.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1313 Botany I Lecture.

**BIO 1313. BOTANY I LECTURE.** A lecture course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance.

**BIO 2431. GENERAL ZOOLOGY LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2433 General Zoology Lecture.

**BIO 2433. GENERAL ZOOLOGY LECTURE.** A lecture course that covers phylogeny and classification systems and studies of the invertebrate and vertebrate taxa.

**BIO 1514. PRINCIPLES OF ANATOMY AND PHYSIOLOGY I.** A combined lecture and laboratory course that provides an introduction to the anatomical and physiological study of the human body at the molecular, cellular, tissue, organ, and organ system levels. Organ systems covered in this course are the integumentary, muscular, skeletal and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture class. (This course is designed for practical nursing students only and can only be taken by those students admitted to the program. It will NOT satisfy requirements of BIO 2513, 2511, 2523 and 2521.)

**BIO 1524. PRINCIPLES OF ANATOMY AND PHYSIOLOGY II.** A combined lecture and laboratory course that provides an introduction to the anatomical and physiological study of human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. This course is designed for practical nursing students only and can only be taken by those students admitted to the program. It will NOT satisfy requirements of BIO 2513, 2511, 2523 and 2521.)

**BIO 2511. HUMAN ANATOMY AND PHYSIOLOGY I LAB.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513 Anatomy and Physiology I Lecture.

**BIO 2513. HUMAN ANATOMY AND PHYSIOLOGY I LECTURE.** A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous system.

**BIO 2521. HUMAN ANATOMY AND PHYSIOLOGY II LAB.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 Anatomy and Physiology II Lecture.

**BIO 2523. HUMAN ANATOMY AND PHYSIOLOGY II LECTURE.** A lecture course that includes detailed studies of the anatomy and physiology of the human endocrine, cardiovascular, lymphatic, respiratory, digestive, and urinary systems, as well as reproduction and development. Prerequisite: BIO 2513/2511 with a "C" or better.

**BIO 2921. MICROBIOLOGY LAB.** A laboratory course which provides experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents

**BIO 2923. MICROBIOLOGY LECTURE.** A lecture course providing a comprehensive study of microorganisms to include microbial taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity and other selected applied areas.

### **BUSINESS (BAD)**

**BAD 2323. BUSINESS STATISTICS.** Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Topics include: central tendency and dispersion; probability; binomial, Poisson, and normal distributions; estimation and hypothesis testing. Prerequisite: MAT 1313.

**BAD 2413. LEGAL ENVIRONMENT OF BUSINESS.** An introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts; agency, and employment.

**BAD 2713. PRINCIPLES OF REAL ESTATE.** The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferrable of title, instruments used in transfers, title closing, financing, property management, insuring, and appraising.

**BAD 2723. REAL ESTATE LAW.** Designed to give the students a general background in the law of real property and the law of the real estate brokerage.  
Prerequisite: BAD 2713 or co requisite: BAD 2733.

**BAD 2733. REAL ESTATE FINANCE.** A study of the principles and methods of financing real estate, sources of funds, types and contents of financing instruments and the role of various institutions, both private and governmental.  
Prerequisite: BAD 2713 or co-requisite: BAD 2723.

### **BUSINESS (BOA)**

**BOA 1413. KEYBOARDING.** This course will develop your basic keyboarding skills which will enable you to operate a microcomputer to input and retrieve information.

**BOA 2613. BUSINESS COMMUNICATIONS.** Study and practice in writing different types of business letters and reports, with emphasis on correct spelling, grammar, punctuation, and clarity of communication.  
Prerequisites: CSC 1123 Computer Applications I and ENG 1123 English Composition II.

### **CHEMISTRY (CHE)**

**CHE 1114. CHEMISTRY SURVEY (BASIC).** A combined lecture and laboratory basic chemistry course that covers terminology, measurements, atomic structure, nomenclature, chemical equations and basic stoichiometry. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

**CHE 1211. GENERAL CHEMISTRY LABORATORY I.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I Lecture.

**CHE 1213. GENERAL CHEMISTRY I LECTURE.** A lecture course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Pre-requisite or co-requisite: MAT 1313.

**CHE 1221. GENERAL CHEMISTRY LABORATORY II.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II Lecture.

**CHE 1223. GENERAL CHEMISTRY II LECTURE.** A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Pre-requisite: CHE 1213

**CHE 1311. PRINCIPLES OF CHEMISTRY I LAB.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313 Principles of Chemistry I Lecture.

**CHE 1313. PRINCIPLES OF CHEMISTRY I LECTURE.** A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter.

**CHE 1321. PRINCIPLES OF CHEMISTRY II LAB.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1323 Principles of Chemistry II Lecture.

**CHE 1323. PRINCIPLES OF CHEMISTRY II LECTURE.** A lecture course that emphasizes chemical stoichiometry, gases, solutions, acids/bases, and an introduction to organic chemistry. Prerequisite: CHE 1213 or CHE 1313.

**CHE 2411. INTRODUCTION TO ORGANIC CHEMISTRY LAB.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 2413 Introduction to Organic Chemistry Lecture.

**CHE 2413. INTRODUCTION TO ORGANIC CHEMISTRY LECTURE.** A lecture course in the fundamentals of organic chemistry for students requiring one semester of organic chemistry.

**CHE 2421. ORGANIC CHEMISTRY I LAB.** A laboratory course that acquaints students with important manipulations and procedures, and the preparation and study of organic compounds being introduced in CHE 2423 Organic Chemistry I Lecture.

**CHE 2423. ORGANIC CHEMISTRY I LECTURE.** A lecture course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms and spectroscopy. Prerequisite: CHE 1213 and CHE 1223.

**CHE 2431. ORGANIC CHEMISTRY II LAB.** A laboratory course that acquaints students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds being introduced in CHE 2433 Organic Chemistry II Lecture.

**CHE 2433. ORGANIC CHEMISTRY II LECTURE.** A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds with emphasis on reactions and their mechanisms. Prerequisite: CHE 2423 and CHE 2421.

### **COMPUTER SCIENCE (CSC)**

**CSC 1123. COMPUTER APPLICATIONS I.** This course is designed to teach computer applications to include: word-processing, electronic spreadsheet, database management, presentation design, and electronic communications. Prerequisite: BOA 1413 Keyboarding or high school typing.

**CSC 1133. COMPUTER APPLICATIONS II.** This course is a continuation of CSC 1123 with concentration on advanced computer applications to include: advanced applications, OLE, MACROS, and emerging technology. Prerequisite: CSC 1123 Computer Applications I with a C or better average or instructor permission.

**CSC 1213. VISUAL BASIC COMPUTER PROGRAMMING I.** This course is designed to introduce the writing of structured programs using the Visual Basic .NET computer language with emphasis on problem solving, documentation, program statements, algorithms, and routines.

### **CRIMINAL JUSTICE (CRJ)**

**CRJ 1313. INTRODUCTION TO CRIMINAL JUSTICE.** History, development and philosophy of law enforcement in democratic society, introduction to agencies involved in the administration of criminal justice career orientation

**CRJ 1341. POLICE AND COMMUNITY RELATIONS.** Current issues between police and community. Role and influence of officer in community relations, tensions, and conflict and the problem areas of race and juveniles.

**CRJ 1371. INTRODUCTION TO HOMELAND SECURITY.** The issues pertaining to the role and mission of the Department of Homeland Security and related agencies, both domestic and international

**CRJ 1373. INTRODUCTION TO HOMELAND SECURITY.** The issues pertaining to the role and mission of the Department of Homeland Security and related agencies, both domestic and international

**CRJ 1383. CRIMINOLOGY.** The nature and significance of criminal behavior. Theories, statistics, trends, and programs concerning criminal behavior.

**CRJ 2213. TRAFFIC LAW.** An examination of the role of government in coping with traffic problems. Emphasis is placed on the history, development, and enforcement of statutes pertaining to motor vehicles.

**CRJ 2313. POLICE OPERATIONS.** A study of the operation and administration of law of the operation and administration of law enforcement agencies particular emphasis is placed on the functions of the patrol division.

**CRJ 2323. CRIMINAL LAW.** Basic elements of criminal law under the Constitution of the United States, state Constitution of the United States, state Constitutions, and federal and state statutes

**CRJ 2333. CRIMINAL INVESTIGATION.** Fundamentals, search and recording, collection and preservation of evidence, finger printing, photography, sources of information, interviews and interrogation. Follow up

**CRJ 2513. JUVENILE JUSTICE.** The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile agencies. Processing, detention and disposition of cases, statutes and court procedures applied to juveniles.

## **ECONOMICS (ECO)**

**ECO 2113. PRINCIPLES OF MACROECONOMICS.** The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, circular flow of market economics and international trade.

**ECO 2123. PRINCIPLES OF MICROECONOMICS.** The study of firms, industries and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures.

## **ENGLISH (ENG)**

**ENG 0113. BEGINNING ENGLISH (REMEDIAL COURSE).** This course is designed to meet the needs of students whose skills in written communication require some standardization. Emphasis is on Basic English grammar through varied writing assignments with a review of mechanics, sentence patterns, and correct usage. (3 semester hours of institutional credit is awarded upon completion of this course. These hours will not be counted toward graduation.)

**ENG 0123. INTERMEDIATE ENGLISH (REMEDIAL COURSE).** A continuation of ENG 0113. This course is designed to prepare students for English Composition. Concepts covered include paragraph and essay development with an emphasis on content and structure. Grammar



skills related to the writing process will be reviewed. (3 semester hours of institutional credit is awarded upon completion of this course. These hours will not be counted toward graduation.)

**ENG 1113. ENGLISH COMPOSITION I.** Designed to prepare the student for writings required in college and the workplace with an emphasis on effective paragraph and essay development. Prerequisite: 16 or better on ACT or completion of ENG 0123.

**ENG 1123. ENGLISH COMPOSITION II.** A continuation of ENG 1113 with emphasis on the research and composition. Readings, essays and research paper required. Prerequisite: ENG 1113.

**ENG 2133. CREATIVE WRITING I.** Involves writing poetry, short fiction, creative nonfiction and drama. Prerequisite: ENG 1113

**ENG 2143. CREATIVE WRITING II.** A continuation of writing poetry, short fiction, creative nonfiction and drama. Prerequisite: ENG 2133.

**ENG 2223. AMERICAN LITERATURE I.** Surveys of Representative prose and poetry of the United States from its beginnings to the Civil War. Prerequisites: ENG 1113 and 1123.

**ENG 2233. AMERICAN LITERATURE II.** Surveys of Representative prose and poetry of the United States from Civil War to the present. Prerequisites: ENG 1113 and 1123.

**ENG 2323. BRITISH LITERATURE I.** A survey of British literature from Anglo Saxon Period through the Restoration and Eighteenth Century. Prerequisites: ENG 1113 and 1123.

**ENG 2333. BRITISH LITERATURE II.** A survey of British literature from the Romantic Period through the 20<sup>th</sup> Century. Prerequisites: ENG 1113 and 1123.

**ENG 2423. WORLD LITERATURE I.** Surveys literature from the ancient world through the Renaissance. Prerequisites: ENG 1113 and 1123.

**ENG 2433. WORLD LITERATURE II.** Surveys literature from the neo classical period through the twentieth century. Prerequisites: ENG 1113 and 1123.

**ENG 2613. FILM AS LITERATURE.** Involves the study of current and classic motion pictures as a form of literary, historic, and cinematic expression.

### **EDUCATIONAL PSYCHOLOGY (EPY)**

**EPY 2513. CHILD PSYCHOLOGY.** A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial and cognitive development from conception into emerging adolescence.

**EPY 2523. ADOLESCENT PSYCHOLOGY.** A study of human growth and development during adolescence. This includes physical, cognitive and psychosocial development.

**EPY 2533. HUMAN GROWTH AND DEVELOPMENT.** A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development with implications for health professions and others who work with people.

### **FAMILY AND CONSUMER SCIENCES (FCS)**

**FCS 1121. SURVEY OF FAMILY AND CONSUMER SCIENCES.** Survey of the family and consumer sciences profession with an emphasis on its history, philosophy, mission, value in personal and family living, and career opportunities.

**FCS 1213. FOOD SELECTION AND PREPARATION.** Principles of food selection, preparation and service. Lecture, one hour; laboratory, four hours.

**FCS 1233. PRINCIPLES OF NUTRITION.** A lecture course covering the practical application of nutrients required for growth and optimal health emphasizing nutrients intake and food selection.

**FCS 1253. NUTRITION.** A lecture course covering the nutrients for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation and absorption, and the applications for health care providers.

**FCS 2213. MEAL MANAGEMENT.** The planning, preparation, and service of family meals with an emphasis on the management of time, energy, and money (with foods laboratory).

**FCS 2813. FAMILY RELATIONS.** Relationships and adjustments involved in modern family life that contribute to success and happiness in marriage and family living.

### **GEOGRAPHY (GEO)**

**GEO 1113. WORLD GEOGRAPHY.** A regional survey of the basic geographic features and major new developments of the nations of the world.

### **HEALTH, PHYSICAL EDUCATION AND RECREATION (HPR)**

**HPR 1131, 1141, 2131, 2141. VARSITY SPORTS I, II, III, IV.** Participation in varsity sports (baseball, basketball, cheerleaders, football, soccer, softball, tennis, track).

**HPR 1213. PERSONAL AND COMMUNITY HEALTH.** Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies.

**HPR 1511, 1521, 2511, 2521. TEAM SPORTS.** Lectures on rules and techniques in various team sports.

**HPR 1531, 1541, 2531, 2541. INDIVIDUAL AND DUAL SPORTS.** Lecture and practice in various individual and dual sports.

**HPR 1551, 1561, 2551, 2561. FITNESS AND CONDITIONING TRAINING I, II, III, IV.** Lecture and practice in flexibility, jogging, weight training, and overall conditioning of the human body.

**HPR 2213. FIRST AID AND CPR.** Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. (1-3 hours credit)

**HPR 2493. SOFTBALL THEORY.** Philosophies and methods of coaching, leadership, teaching techniques, team or organization, softball strategies, preparation for games, and preparation and care of softball fields. (3 hours)

### **HISTORY (HIS)**

**HIS 1163. WORLD CIVILIZATION I.** A general survey of world history from ancient times to the 1500s

**HIS 1173. WORLD CIVILIZATION II.** A general survey of world history from the 1500s to modern times

**HIS 1613. SURVEY OF AFRICAN-AMERICAN HISTORY.** This is a survey of African-American history from the study of one or more African civilizations.

**HIS 2213. AMERICAN (U.S.) HISTORY I.** This is a survey of American (U.S.) history from the pre-history through reconstruction.

**HIS 2223. AMERICAN (U.S.) HISTORY II.** This is a survey of American (U.S.) history from Reconstruction to the present.

### **HONORS**

**HON 1911. HONORS FORUM I.** Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students.

**HON 1921. HONORS FORUM II.** Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students.

**HON 2911. HONORS FORUM III.** Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students.

**HON 2921. HONORS FORUM IV.** Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students.

### **HUMANITIES (HUM)**

**HUM 1111. INTRODUCTION TO HUMANITIES.** A humanistic approach to man's creative achievement in art, literature, music, and philosophy in Western Civilization.

### **LIFE SKILLS (LLS)**

**LLS 1213. SELF AFFIRMATION.** This course is designed to assist students in becoming more aware of their strengths and to improve self-concepts. (3 hour lecture)

**LLS 1311. ORIENTATION.** This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, and report writing and gives the student guidance in collegiate life.

**LLS 1321. CAREER EXPLORATION/ALLIED HEALTH.** A course designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices.

**LLS 1413. IMPROVEMENT OF STUDY.** Course is designed to aid the student in study skills, promote student success in basic reading and note-taking techniques, critical thinking, time management, test-taking strategies, and listening & memory enhancement.

**LLS 1423. COLLEGE STUDY SKILLS.** An advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective perusal of college-level courses, both undergraduate and graduate.

**LLS 1151. COLLEGE LIFE.** College Life offers group experiences in study skills, career exploration, self-affirmation, and values clarification. This course is designed to assist the first time student in bonding to the college and to a small group of students.

**LLS 1723. EMPLOYMENT READINESS** - This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills.

### **LEADERSHIP**

**LEA 1813. LEADERSHIP AND ORGANIZATION SKILLS I.** A study of leadership styles and skills, roles and functions of officers of student organizations and other student leaders. Includes parliamentary procedure, communication, conducting effective meetings, and working with volunteers.

**LEA 1911. LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT – RECRUITING AND PUBLIC RELATIONS I.** This course familiarizes the student with his/her responsibilities as a member of the MDCC Recruitment/Public Relations Team. It explores leadership skills, communication, and factual information about MDCC. Through this course the student will be able to function as a MDCC representative in recruitment and in public relations.

**LEA 1921. LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT – RECRUITING AND PUBLIC RELATIONS II.** A continuation of EDU 1911.

**LEA 2911. LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT – RECRUITMENT AND PUBLIC RELATIONS III.** A continuation of EDU 1911.

**LEA 2921. LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT – RECRUITING AND PUBLIC RELATIONS IV.** A continuation of EDU 1911.

### **MATHEMATICS (MAT)**

**MAT 0113. FUNDAMENTALS OF MATHEMATICS (Remedial course).** A review of fundamental arithmetic skills. A study of the four basic operations with whole numbers, fractions, decimals, and percentages. Also covered are ratio and proportions, order of operations, and applications. (3 semester hours of institutional credit are awarded upon completion of this course. These hours will not be counted toward graduation.)

**MAT 0123. BEGINNING ALGEBRA (Remedial course).** A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, exponents, operations with polynomials, and factoring. (3 semester hours of institutional credit are awarded upon completion of this course. These hours will not be counted toward graduation.)

**MAT 1111. BASIC GRAPHING CALCULATOR.** This course is designed for students who have little or no background in the use of a graphing calculator. Topics covered include keyboard layout, modes, menus, algebraic computations, graphing functions, statistics, regression analysis, and matrix operations.

**MAT 1233. INTERMEDIATE ALGEBRA (Remedial course).** Prerequisite: one year high school algebra. Designed for students whose preparation in algebra is inadequate for regular college algebra. The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents, radicals; polynomials. Three hours of institutional credit is awarded upon completion of this course. These hours will not be counted toward graduation.

**MAT 1313. COLLEGE ALGEBRA.** This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations.

Prerequisite: Successful completion of MAT 1233 or 18 or better ACT score.

**MAT 1323. TRIGONOMETRY.** This course includes trigonometric functions and their graphs; functions of composite angles; fundamental relations; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications.

**MAT 1513. BUSINESS CALCULUS.** The basics of differential calculus with emphasis on business applications. Prerequisite: MAT 1313 College Algebra.

**MAT 1613. CALCULUS I.** Coordinate systems; basic theorems of analytics; functions; limits; the derivative; the integral; differentiation and integration of algebraic functions, applications.

**MAT 1623. CALCULUS II.** Differentiation and integration of transcendental functions, the definite integral, methods of integration, applications.

**MAT 1723. THE REAL NUMBER SYSTEM.** Structure and properties of the number systems of arithmetic. Limited to students preparing to teach. Prerequisite: MAT 1313 College Algebra.

**MAT 1733. GEOMETRY, MEASUREMENT AND PROBABILITY.** Basic ideas and structure of algebra; intuitive foundations of geometry; basic concepts of measurements, and probability. (For Elementary and Special Education majors only) Prerequisite: MAT 1313 College Algebra & MAT 1723 Real Number System.

**MAT 1743. PROBLEM SOLVING WITH REAL NUMBERS.** Proportions, percent problems, probability, counting principles, statistics. (For Elementary and Special Education majors only) Prerequisite: MAT 1313 College Algebra & MAT 1723 Real Number Systems.

**MAT 2323. STATISTICS.** Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data in a variety of fields. Prerequisite: MAT 1313 College Algebra.

**MAT 2613. CALCULUS III.** Solid analytics; vectors; improper integrals; infinite series, and line integration.

**MAT 2623. CALCULUS IV.** This course includes the following topics: partial differentiation; multiple integration; vector calculus; quadric surfaces. Prerequisite: MAT 2613 or MAT 1825.

**MAT 2913. DIFFERENTIAL EQUATIONS.** Solutions of first and higher order differential equations, existence theorems, solution by series, and application to problems in geometry; physics and chemistry.

### **MODERN & FOREIGN LANGUAGES (MFL)**

**MFL 1213. SPANISH I.** This course is designed to develop basic language skills: reading, writing, and speaking. Records are used to develop correct pronunciation. Drills on grammar through written and oral exercises are used in class work.

**MFL 1223. SPANISH II.** A continuation of MFL 1213. Special attention is given to irregular verbs and the subjunctive mood.

**MFL 2213. SPANISH III.** A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value.

**MFL 2223. SPANISH IV.** A continuation of MFL 2213. Special attention is given to rapid reading. Recording equipment permits the student to record and listen to his own and other students use of the language.

**MFL 2241. SPANISH CONVERSATION.** Special emphasis is placed upon pronunciation and conversation. Some grammar is reviewed.

### **MUSIC APPLIED (MUA)** **(Brass, Guitar, Percussion, Piano, Voice and Woodwinds)**

Entrance into freshman applied music is by certification of the music faculty. Music applied classes are for music majors only.

**MUA 1172, 1182, 2172, 2182. BRASS FOR MUSIC EDUCATION MAJORS I, II, III, & IV.** Brass instruction for music education majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

**MUA 1272, 1282, 2272, 2282 GUITAR FOR MUSIC EDUCATION MAJORS I, II, III, IV -** Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, literature and performance of standard literature.

**MUA 1472, 1482, 2472, 2482. PERCUSSION FOR MUSIC EDUCATION MAJORS I, II, III, & IV.** Percussion instruction for music majors, with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing.

**MUA 1571, 1581, 2571, 2581. PIANO FOR MUSIC EDUCATION MAJORS I, II, III, & IV.** Piano instruction for music education majors with piano as a secondary area of emphasis. Introduction to technique, literature, and performance of standard literature.

**MUA 1772, 1782, 2772, 2782. VOICE FOR MUSIC EDUCATION MAJORS I, II, III, & IV.** Voice for majors is designed to teach the fundamental principles of singing, explore varied vocal repertoire, and develop and improve the student's vocal ability.

**MUA 1872, 1882, 2872, 2882. WOODWINDS FOR MUSIC EDUCATION MAJORS I, II, III, & IV.** Woodwind instruction for music education majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability.

**MUA 2572. PIANO FOR MUSIC EDUCATION MAJORS III.** A continuation of MUA 1582 with selections from the masterpieces of classical, romantic, and modern composers as well as continued work on technical and interpretative skills.

**MUA 2582. PIANO FOR MUSIC EDUCATION MAJORS IV.** A continuation of MUA 2572 with selections from the masterpieces of classical, romantic, and modern composers as well as continued work on technical and interpretative skills.

### **MUSIC FOUNDATION (MUS)**

**MUS 1113. MUSIC APPRECIATION.** Listening course designed to give the student, thorough aural perception, understanding, and appreciation of music as a moving force in western culture.

**MUS 1123. MUSIC SURVEY (MAJORS).** Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present.

**MUS 1133. FUNDAMENTALS OF MUSIC.** Provides the student basic knowledge of notations, scales, keys, rhythms, intervals, triads, and their inversions.

**MUS 1211. MUSIC THEORY I, LAB.** Lab instruction. Sight singing, ear training, and dictation.

**MUS 1214. MUSIC THEORY I.** Study of functional harmony through analysis and part writing, sight singing, and ear training.

**MUS 1221. MUSIC THEORY II, LAB.** Prerequisite: Minimum grade of "C" in MUS 1211. Lab instruction. Sight singing, ear training, and dictation.

**MUS 1224. MUSIC THEORY II.** Continued study of functional harmony through analysis and part writing, sight singing, and ear training.  
Prerequisite: MUS 1214

**MUS 2211. MUSIC THEORY III, LAB.** Lab instruction. Sight-singing, ear training, and dictation.

**MUS 2214. MUSIC THEORY III, LECTURE.** Continuation studies of functional harmony through analysis, part-writing, sight-singing, and ear training.

**MUS 2221. MUSIC THEORY IV, LAB.** Lab instruction. Sight-singing, ear training, and dictation.

**MUS 2224. MUSIC THEORY IV, LECTURE.** Continued study of functional harmony through analysis, part-writing, sight-singing, and ear training.



## **MUSIC ORGANIZATIONS (MUO)**

**(Band, Small Band Groups, Stage Band, Choir, Ambassadors, Ambassadors Band)**

**MUO 1111, 1121, 2111, 2121. BAND I, II, III, & IV.** Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques.

**MUO 1141, 1151, 2141, 2151. AMBASSADORS BAND I, II, III, & IV.** Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques in small ensembles and auxiliary groups

**MUO 1171, 1181, 2171, 2181. JAZZ BAND I, II, III, & IV.** A course designed for members selected from marching band members by audition to perform instrumental music from a variety of style periods. Emphasis on jazz.

**MUO 1211, 1221, 2211, 2221. MDCC SINGERS I, II, III, & IV.** A course for music majors and non-majors focused on performing choral music from a variety of style periods.

**MUO 1241, 1251, 2241, 2251. AMBASSADORS I, II, III, & IV.** A course for select singers focused on performing from one or more genres of music.

## **PHILOSOPHY AND BIBLE**

**(PHI)**

**PHI 1113. OLD TESTAMENT SURVEY.** The student will survey the Hebrew Bible (Old Testament) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its Characters to that history and literature.

**PHI 1133. NEW TESTAMENT SURVEY.** A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books.

## **PHYSICAL SCIENCE**

**(PHY)**

**PHY 1111. INTRODUCTION TO ASTRONOMY LAB.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 1113 Introduction to Astronomy Lecture.

**PHY 1113. INTRODUCTION TO ASTRONOMY LECTURE.** A lecture course that includes surveys of the solar system, our galaxy, and the universe.

**PHY 2241. PHYSICAL SCIENCE I LAB.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243 Physical Science Survey I Lecture.

**PHY 2243. PHYSICAL SCIENCE I LECTURE.** A lecture course that includes studies

of measurements and units, electricity, mechanics, heat, sound, light, and astronomy.

**PHY 2251. PHYSICAL SCIENCE II LAB.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2253 Physical Science Survey II Lecture.

**PHY 2253. PHYSICAL SCIENCE II LECTURE.** A lecture course that includes studies of chemistry, geology, and meteorology.

**PHY 2411. GENERAL PHYSICS I LAB.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2413 General Physics I Lecture.

**PHY 2413. GENERAL PHYSICS I LECTURE.** A lecture course covering mechanics, heat, waves, and sound. This is a non-calculus based course primarily for pre-professional majors. Prerequisite or Corequisite: MAT 1323

**PHY 2421. GENERAL PHYSICS II LAB.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2423 General Physics II Lecture.

**PHY 2423. GENERAL PHYSICS II LECTURE.** A lecture course covering electricity, magnetism, optics, and modern physics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: PHY 2413 & PHY 2411.

**PHY 2511. GENERAL PHYSICS I-A LAB.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2513 General Physics I-A Lecture.

**PHY 2513. GENERAL PHYSICS I-A LECTURE.** A lecture course covering mechanics, heat, waves, and sound. This is a calculus-based course primarily for students of engineering, science, or mathematics. Prerequisite or Corequisite: MAT 1613

**PHY 2521. GENERAL PHYSICS II-A LAB.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2523 General Physics II-A Lecture.

**PHY 2523. GENERAL PHYSICS II-A LECTURE.** A lecture course covering electricity, magnetism, optics, and modern physics. This is a calculus-based course primarily for students of engineering, science, or mathematics. Prerequisite: PHY 2513 & PHY 2511.

### **POLITICAL SCIENCE (PSC)**

**PSC 1113. AMERICAN NATIONAL GOVERNMENT.** Survey of the organizations, political aspects, and basis of national government.

### **PSYCHOLOGY (PSY)**

**PSY 1513. GENERAL PSYCHOLOGY.** An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior.

**PSY 2553. PSYCHOLOGY OF PERSONAL ADJUSTMENT.** A course focusing on the exploration of selfhood and others. Emphasis is placed on identity, communication, healthy relationships, emotional adjustment, and forming a quality life. Students will learn to prepare for and deal with their own problems; as well as, improve their understanding of the behavior of others.

### **READING (REA)**

**REA 0113. COMPREHENSION I.** A laboratory course designed to offer special reading instruction to students deficient in reading skills. (3 semester hours of institutional credit are awarded upon completion of this course. These hours will not be counted toward graduation.)

### **SOCIOLOGY (SOC)**

**SOC 2113. INTRODUCTION TO SOCIOLOGY I.** This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are examined.

**SOC 2133. SOCIAL PROBLEMS.** A study of the nature, scope, and effects of the major social problems of today and the theoretical preventive measures to alleviate them. Prerequisite: SOC 2113.

**SOC 2143. MARRIAGE AND FAMILY.** A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Prerequisite: SOC 2113.

### **SPEECH**

**SPT 1113 PUBLIC SPEAKING I** - Study and practice in making speeches for a variety of public forms. Major emphasis is placed on speech preparation and delivery.

**SPT 1153. VOICE & DICTION & PHONETICS.** A study of the International Phonetic Alphabet and training in the phonetic transcription of speech for improvement of voice and diction. Includes physical characteristics and production of sounds in American English, auditory training, articulation and standard pronunciations, and voice production.

**SPT 1241. DRAMA PRODUCTION I.** Participation in college drama productions.

**SPT 2173. INTERPERSONAL COMMUNIOICATION.** Theory and Analysis of dyadic relationships (one-on-one interactions). The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power.

## Academic University Parallel Programs

### Associate of Arts Degree

An Associate of Arts Degree will be awarded upon completion of no less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. The A.A. Degree will be awarded to those in the transfer program who follow the outline as listed in this catalog for their curriculum and complete the following General Education core:

#### Core Requirements for Associate of Arts Degree (A.A.)

Course	Semester Hours
Writing (ENG 1113, 1123)	6
Mathematics (MAT 1313 or higher)	3
Laboratory Science	8
Humanities (History 3 hrs, Literature 3 hrs)	6
Social/Behavioral Science (PSY 1513, SOC2113)	6
Computer Apps (CSC 1123 or higher)	3
Public Speaking (SPT 1113)	3
Fine Arts (ART 1113 or MUS 1113)	<u>3</u>
Total Hours	38

Humanities:	history or literature
Laboratory Science:	biology, chemistry, physics or physical science
Fine Arts:	art appreciation or music appreciation
Social/Behavioral Science:	psychology, sociology
Mathematics	college algebra, trigonometry, or calculus

The requirements for the Associate in Arts Degree may also be filled by completing MDCC core requirements listed above and by completing the course of study as outlined for the freshman and sophomore years by the senior college to which the student plans to transfer after graduation.

#### REQUIREMENTS FOR GRADUATION

Students expecting to graduate from Mississippi Delta Community College must file an application for graduation with the Director of Admissions by the deadline announced by the Office of Admissions.

Candidates for graduation may follow one of three programs, a course of study leading to a degree of Associate of Arts (AA), a degree of Associate of Applied Science (AAS), or a

Certificate. Students who complete degree requirements online at MDCC through the Mississippi Virtual Community College consortium must meet the same requirements listed for graduation.

The candidates must spend the semester immediately preceding the date of graduation in residence and earn a cumulative grade point of 2.00 to graduate. Transfer students must complete at least one-half of the number of hours required for graduation and earn a quality point average of 2.0 during this period of residence at MDCC. Developmental courses taken at MDCC or at another institution are not counted for meeting degree requirements at MDCC. Credit awarded for CLEP or Advanced Placement does not count toward meeting residency requirements.

Students receiving the Associate of Arts Degree (A.A.) must complete no less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. The A.A. Degree will be awarded to those in the transfer program who follow the outline as listed in this catalog for their curriculum and complete the Core for the Associate of Arts Degree.

The Associate of Applied Science Degree (A.A.S) will be awarded to those students who complete the prescribed curriculum in each program. The curriculum must include no less than sixty-two semester hours including a minimum core of general education courses. A minimum grade point average of 2.00 in the program of study is required for graduation.

Students receiving a certificate should complete the prescribed curriculum in the program of study as listed in this catalog. A minimum cumulative grade point average of 2.00 in the program of study is required for graduation

## **CAREER-TECHNICAL PROGRAMS**

### **GENERAL INFORMATION**

#### **SUPPORT SERVICES**

Support services are provided to students identified as special populations upon enrollment in career or technical programs. Students served include the following: individuals with disabilities; economically disadvantaged; individuals preparing for nontraditional training and employment; and individuals with barriers to educational achievement, including individuals with limited English proficiency.

#### **ADULT NIGHT CLASSES**

Mississippi Delta Community College offers career training through adult night classes. Courses to be taught are selected through the cooperative efforts of industry or advisory committees. A minimum of twelve students must be enrolled in the course in order for the course to be offered. The courses may vary in length or content to meet the needs of individual groups. Adult night classes usually meet one night per week, three hours per night.

Certificates of completion are issued to students who complete 80% of the course work.

For additional information, call 662-246-6516.

#### **Technical Education**

The programs of study listed under these curricula offer two years of education and training which provide skills and knowledge for entry level positions in the job market. Students desiring to transfer to another institution upon completion should consult with that institution for advisement.

**Students should refer to individual programs for specific admission requirements.**

Due to accreditation requirements, the curricula, course offerings and course content may change. Each semester it is imperative that each student discuss course selection with their advisor. Every effort will be made to assure that each student is allowed the opportunity to gain adequate knowledge and skills within the time frame of the program. As a result of changes in technology, students who do not complete a program of study in a timely manner may be required to repeat courses.

A minimum cumulative grade point average of 2.00 in the program of study is required for graduation. All completers are eligible for graduation exercises and should be able to obtain employment at the apprentice level.

## **CAREER EDUCATION**

Students applying for admission to a career program must have a regular high school diploma or a GED.

The programs of study listed under the career curricula provide one or two years of career education and skills training. All completers of career programs should be able to obtain employment at the apprentice level.

A minimum cumulative grade point of 2.00 is required for graduation. All completers should participate in graduation exercises.

**All students completing career or technical programs are required to take the MS-CPAS2 (Mississippi Career Planning and Assessment System) or another approved industry recognized certification.**

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**TECHNICAL EDUCATION – ACCOUNTING TECHNOLOGY**

The Accounting Technology program of study prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhances the skills of persons currently employed in accounting who wish to advance. The program provides a foundation for students transferring to a four-year college or university to pursue a specialized degree in the field.

**Admission Requirements**

Students must submit a composite score of 14 or higher on the Enhanced ACT. A minimum ACT score of 14 is also required on the Mathematical usage and Reading sections. Students 21 years old and older, who do not have an ACT score, must score at the 10<sup>th</sup> grade level or higher on the TABE.

Students having no experience on the keyboard (35 net words per minute or less) should take BOT 1013 – Introduction to Keyboarding. If they test out at 35 net words per minute or more, they may take BOT 1113 – Document Formatting and Production. Credit can be awarded for advanced placement in BOT 1123 Keyboard Skill Building.

Students who are returning to the program after an absence of a semester or more must graduate under the current catalog because of curriculum changes in regard to computer application programs. *Accounting Technology is a two year program but students entering in the spring may take two and a half years to complete the program.*

**STUDENT NAME**

**STUDENT ID**

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMAN</b>					
*BOT 1013 Intro to Keyboarding (3 hrs)					
BOT 1113 Document Formatting & Prod. (3 hrs)					
BOT 1133 Microcomputer App (3 hrs)					
BOT 1433 Business Accounting (3 hrs)					
BOT 1713 Mechanics of Communication (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
<b>SECOND SEMESTER FRESHMAN</b>					
BOT 1443 Adv Business Accounting (3 hrs)					
BOT 2813 Business Communications (3 hrs)					
BOT 1143 Word Processing (3 hrs)					
BOT 1313 Applied Business Math (3 hrs)					
BOT 2323 Database Management (3 hrs)					
<b>FIRST SEMESTER SOPHOMORE</b>					
BOT 2413 Computerized Accounting (3 hrs)					
BOT 1813 Electronic Spreadsheet (3 hrs)					
ACC 1213 Accounting Principles I (3 hrs)					
ENG 1113 English Composition (3 hrs)					
Math/Science Elective (3 hrs)					
<b>SECOND SEMESTER SOPHOMORE</b>					
BOT 1213 Professional Development (3 hrs)					
BOT 2833 Integrated Computer Apps (3 hrs)					
BOT 2133 Desktop Publishing (3 hrs)					
BOT 2913 Supervised Work (3 hrs)					
ACC 1223 Accounting Principles II (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 66</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructors: Carmen Brown, Amanda Hardin, Faye Stovall, Suzanne Thompson**      **Associate Degree Program**

**\*Timed typing test will determine whether student must enroll in BOT 1013 or BOT 1113 as first semester freshman.**



**MISSISSIPPI DELTA COMMUNITY COLLEGE  
TECHNICAL EDUCATION - AUTOMOTIVE MECHANICS TECHNOLOGY**

Automotive Mechanics is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems. Students must have a valid driver's license to enroll in this program.

**STUDENT** \_\_\_\_\_ **STUDENT ID** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMEN</b>					
ATT 1124 Basic Electrical and Electronics (4 hrs)					
ATT 1214 Brakes (4 hrs)					
ATT 1424 Engine Performance I (4 hrs)					
ATT 1715 Engine Repair (5 hrs)					
ATT 1812 Intro to Safety and Emp+Skills (2 hrs)					
<b>SECOND SEMESTER FRESHMEN</b>					
ATT 1134 Adv Electrical & Electronics (4 hrs)					
ATT 2334 Steering and Suspension (4 hrs)					
ATT 2434 Engine Performance II (4 hrs)					
ENG 1113 English Comp (3 hrs)					
Math/Science Elective (3 hrs)					
<b>FIRST SEMESTER SOPHOMORE</b>					
ATT 2444 Engine Performance III (4 hrs)					
ATT 2614 Heating & Air (4 hrs)					
CPT 1113 Fundamentals of Micro-(3 hrs)					
Humanities/ Fine Arts (3 hrs)					
<b>SECOND SEMESTER SOPHOMORE</b>					
ATT 1314 Manual Drive (4 hrs)					
ATT 2325 Auto Trans (5 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Social/Behavioral Science (3 hrs)					
<b>APPROVED ELECTIVES</b>					
ATT 2913 Special Projects (3 hrs)					
ATT 2923 Supervised Work Exp. (3 hrs)					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 66</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructors: Nick Lofton & Joe Galey**  
**Associate Degree Program**

MISSISSIPPI DELTA COMMUNITY COLLEGE  
**TECHNICAL EDUCATION – BIOMEDICAL ELECTRONICS TECHNOLOGY**

Biomedical Equipment Repair Technology is an instructional and field service program that provides the students with technical knowledge and skills necessary for gaining employment as a biomedical equipment technician. They are entry-level technicians who can install, set up, troubleshoot, integrate, program, test, operate, and repair biomedical equipment.

The AAS Degree in Electronics Technology (BMET) option will be awarded upon the successful completion of a minimum of 64 semester hours of the courses within the program.

**Admission Requirements**

Students must submit a composite score of 16 or higher on the Enhanced ACT. A minimum ACT score of 16 is also required on the mathematical usage and reading sections. Exceptions may be made with instructor permission for students that do not meet entrance requirements. In addition to these ACT requirements, re-admit or transfer students must have a 2.0 cumulative quality point average.

**STUDENT NAME** \_\_\_\_\_ **ID#** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMEN</b>					
EET 1193 Fundamentals of Electronics (3 hrs)					
EET 1114 DC Circuits (4 hrs)					
EET 1123 AC Circuits (3 hrs)					
EET 1613 Comp Fund (3 hrs)					
EET 1413 Mathematics for Electronics (3 hrs)					
EET 1713 Electronic Drafting (3 hr)					
<b>SECOND SEMESTER FRESHMEN</b>					
EET 1163 Motor Maint & Troubleshoot (3 hrs)					
EET 1334 Solid State Devices & Cir (4 hrs)					
EET 1214 Digital Electronics (4 hrs)					
EET 1343 Motor Control System (3 hr)					
Math/Science Elective (3 hrs)					
<b>SUMMER SESSION</b>					
*BIO 2513 Anatomy & Physiology I (3 hrs)					
*BIO 2511 Anatomy & Physiology I Lab (1 hr)					
*BIO 2523 Anatomy & Physiology II (3 hrs)					
*BIO 2521 Anat & Physiology II Lab (1 hrs)					
<b>FIRST SEMESTER SOPHOMORE</b>					
EET 1323 Microprocessors (3 hrs)					
EET 2333 Linear Integrated Circuits (3 hrs)					
EET 2423 Fund Fiber Optics (3 hrs)					
EET 2112 Supervised Work Exp (2 hrs)					
EET 1312 Orientation to BioMed (2 hrs)					
Humanities/Fine Arts (3 hrs)					
ENG 1113 – Comp I (3 hrs)					
<b>SECOND SEMESTER SOPHOMORE</b>					
EET 2414 Electronics Communication (4 hrs)					
EET 2354 Solid State Motor Control (4 hrs)					
EET 2433 Physics for Electronics (3 hrs)					
EET 2222 Supervised Work Exp (2 hrs)					
SPT 1113 Public Speaking (3 hrs)					
Social/Behavioral Science (3 hrs)					

<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 82</b>					
<b>Advisor Initials:</b>					

**Instructors: Gary Free & Michael Stevenson**  
**Associate Degree Program**

*\*It is recommended that A & P I & II be taken  
during summer terms or during a fifth semester*

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
TECHNICAL EDUCATION - COMPUTER NETWORKING TECHNOLOGY**

Computer Networking Technology is a two-year program of study that offers training in telecommunications, network technologies, administration, maintenance, operating systems, and network planning and implementation. All Computer Networking Technology courses are designed to allow practical experience using computers and related equipment. Students will gain experience using personal computers, and networks including Microsoft Windows Server, Novell Server, and Linux Server. Essential skills and competencies will be identified in each course with emphasis placed upon outcome.

**Admission Requirements**

Students must submit a composite score of 16 or higher on the Enhanced ACT. A minimum ACT score of 16 is also required on the Mathematical usage and Reading sections. Exceptions may be made with instructor permission for students that do not meet entrance requirements provided the student meets the requirements by the end of the second semester or has a 2.0 GPA. In addition to these ACT requirements, re-admit or transfer students must have a 2.0 cumulative quality point average. Students may not enroll in advanced semester courses without satisfactory completion of prior semester courses or permission of instructor.

**STUDENT NAME \_\_\_\_\_ STUDENT ID \_\_\_\_\_**

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER</b>					
IST 1134 Fundamentals of Data Com (4 hrs)					
IST 1143 Security Prin and Policies (3 hrs)					
ENG 1113 English Composition (3 hrs)					
MAT 1313 College Algebra (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
Elective (3 hrs)					
<b>SECOND SEMESTER</b>					
IST 1153 Web and Prog Concepts (3 hrs)					
IST 1223 Network Components (3 hrs)					
IST 1244 Network Admin Using Windows Server (4 hrs)					
CPT 1324 Survey of Micro App (4 hrs)					
IST 1163 Concepts of Database (3 hrs)					
<b>THIRD SEMESTER</b>					
IST 1123 IT Foundations (3 hrs)					
IST 2223 Network Plan & Design (3 hrs)					
IST 2254 Adv Network Admin Using Win Server (4 hrs)					
IST 1314 Visual BASIC Prog-Lang (4 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
<b>FOURTH SEMESTER</b>					
BOT 2813 Business Com (3 hrs)					
IST 1254 Network AdminUsing Linux (4 hrs)					
IST 2234 Network Implementation (4 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 67</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

Instructors: Cathy Free & Steve Ross  
Associate Degree Program

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**TECHNICAL EDUCATION - DRAFTING AND DESIGN TECHNOLOGY**

The curriculum of the Drafting and Design Technology Program is designed to impart technical knowledge and engender manipulative skills in the use of construction and drafting equipment and procedures. The knowledge and skills mastered in this program are important for the design and production of plans for industry, manufacturing and construction. Emphasis is placed upon such subjects as scientific design, job specifications, building codes as well as drafting. Both creative and practical training are offered in such a manner that the student who successfully completes this two-year program is competent for employment in a variety of positions.

Some of the many jobs available to persons completing this program include: architectural or engineering draftsman, appraiser and inspector, estimator, layout and supervision, mapping surveyor and junior engineer.

**Admission Requirements**

Students must submit a composite score of 16 or higher on the Enhanced ACT. A minimum ACT score of 16 is also required on the mathematical usage and reading sections. Exceptions may be made with instructor permission for students that do not meet entrance requirements. In addition to these ACT requirements, re-admit or transfer students must have a 2.0 cumulative quality point average. No student may enroll in advanced semesters without satisfactory completion of prior semester courses.

**STUDENT NAME**

**STUDENT ID**

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMAN</b>					
DDT-1114 Fund of Drafting (4 hrs)					
DDT-1213 Const. Materials (3 hrs)					
DDT-1313 Principles of CAD (3 hrs)					
ENG-1113 Comp 1 (3 hrs)					
Math/Science Elective (3 hrs)					
<b>SECOND SEMESTER FRESHMAN</b>					
DDT-1133 Machine Drafting (3 hrs)					
DDT-1323 Intermediate CAD (3 hrs)					
DDT-1123 Comp Meth for Drafting (3 hrs)					
DDT-1613 Arch Design 1 (3 hrs)					
DDT-2233 Structural Drafting 1 (3 hrs)					
<b>FIRST SEMESTER SOPHOMORE</b>					
DDT-1413 Elem. Surveying (3 hrs)					
DDT-2243 Cost & Estimating (3 hrs)					
DDT-2623 Arch Design II (3 hrs)					
DDT-2343 Advanced CAD (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
<b>SECOND SEMESTER SOPHOMORE</b>					
DDT-2213 Structural Drafting II (3 hrs)					
DDT-2423 Map and Topo Dwg. (3 hrs)					
DDT-2913 Special Project (3 hrs)					
DDT-2523 Pipe Drafting (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 64</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructors: Bubba Pilgrim and Garrett Lang**

**Associate Degree Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
TECHNICAL EDUCATION – ELECTRICAL TECHNOLOGY**

The Electrical Technology Program prepares individuals to install, operate, maintain and repair electrically-energized systems such as residential, commercial, industrial electric wiring, and DC and AC motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included. A minimum ACT score of 15 is required or score at 11<sup>th</sup> grade level on the TABE. Exceptions may be made with instructor permission for students that do not meet entrance requirements provided the student meets the requirements by the end of the second semester or has a 2.0 GPA.

<b>STUDENT NAME</b>		<b>STUDENT ID</b>			
<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMEN</b>					
ELT 1113 Res/Light Commercial Wiring (3 hrs)					
ELT 1143 AC/DC Circuits (3 hrs)					
ELT 1192 Fund Electric (2 hrs)					
ELT 1213 Electrical Power (3 hrs)					
ELT1253 Branch Circuits (3 hrs)					
ELT 1263 Blueprint Reading (3 hrs)					
<b>SECOND SEMESTER FRESHMEN</b>					
ELT 1123 Commercial & Industrial Wiring (3 hrs)					
ELT 1223 Motor Maint/Troubleshooting (3 hrs)					
ELT 1413 Motor Control System (3 hrs)					
ELT 1273 Switching Circuits (3 hrs)					
ELT 1133 Intro to the NEC (3 hrs)					
<b>FIRST SEMESTER SOPHOMORE</b>					
IMM 1314 Prin of Hydraulics & Pneumatics (4 hrs)					
IMM 2113 Equipment Maint/Troubleshooting (3 hrs)					
Math/Science Elective (3 hrs)					
ENG 1113 Comp I (3 hrs)					
CSC 1123 Computer Applications I (3 hrs)					
<b>SECOND SEMESTER SOPHOMORE</b>					
ELT 2424 Solid State Motor Control (4 hrs)					
ELT 2613 Programmable Logic Control (3 hrs)					
ELT1713 Drafting for Electronic (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Humanities/ Fine Arts Elective (3 hrs)					
<b>APPROVED ELECTIVE</b> (with permission of instructor)					
ELT 292(1-6) Supervised Work I (1-6 hrs)					
ELT 294(1-6) Supervised Work II (1-6 hrs)					
ELT 291(1-3) Special Projects I (1-3 hrs)					
ELT 293(1-3) Special Projects II (1-3 hrs)					
LLS 1141 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 67</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructors: Mark Myles & David Grant**  
**Associate Degree Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**TECHNICAL EDUCATION – ELECTRONICS TECHNOLOGY**

Electronics Technology is an instructional program which prepares individuals to support electrical engineers and other professionals in the design, development, and testing of electrical circuits, devices and systems. Included is instruction in model and prototype development and testing; systems analysis and integration; application of engineering data; and the preparation of report and test results.

Students must submit a composite score of 16 or higher on the Enhanced ACT. A minimum ACT score of 16 is also required on the mathematical usage and reading sections. Exceptions may be made with instructor permission for students that do not meet entrance requirements. In addition to these ACT requirements, re-admit or transfer students must have a 2.0 cumulative quality point average.

**STUDENT NAME** \_\_\_\_\_ **ID#** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMEN</b>					
EET 1193 Fundamentals of Electronics (3 hrs)					
EET 1114 DC Circuits (4 hrs)					
EET 1123 AC Circuits (3 hrs)					
EET 1613 Comp Fundamentals (3 hrs)					
EET1413 Mathematics for Electronics (3 hrs)					
EET 1713 Electronic Drafting (3 hrs)					
<b>SECOND SEMESTER FRESHMEN</b>					
EET 1163 Motor Maint & Troubleshoot (3 hrs)					
EET 1334 Solid State Devices & Cir (4 hrs)					
EET 1214 Digital Electronics (4 hrs)					
EET 1343 Motor Control System (3 hr)					
Math /Science Elective (3 hrs)					
<b>FIRST SEMESTER SOPHOMORE</b>					
EET 1323Microprocessors (3 hrs)					
EET 2333 Linear Integrated Circuits (3 hrs)					
EET 2423 Fund Fiber Optics (3 hrs)					
EET 1312 Orientation to BioMed (2 hr )					
Humanities/Fine Arts Elective (3 hrs)					
ENG 1113 – Comp I (3hrs)					
<b>SECOND SEMESTER SOPHOMORE</b>					
EET 2414 Electronics Communication (4 hrs)					
EET 2354 Solid State Motor Control (4 hrs)					
EET 2433 Physics in Electronics (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 (Employment Readiness (3 hrs)					
<b>Total Hours: 70</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructors: Gary Free & Michael Stevenson**  
**Associate Degree Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**TECHNICAL EDUCATION - AGRICULTURAL BUSINESS & MANAGEMENT**  
**FIELD CROPS TECHNOLOGY 2 YEAR OPTION**

The Field Crops Option of the Agricultural Business Management Technology Program is designed to provide students with a common core of management skills and additional training related to the production of field crops, weed, insect, and plant disease control. Computer based activities are used from the internet and appropriate agricultural related software packages.

**Admission Requirements**

Students must submit a composite score of 15 or higher on the Enhanced ACT. Exceptions may be made with instructor permission for students that do not meet entrance requirements. In addition to this ACT requirement, re-admit or transfer students must have a 2.00 cumulative quality point average.

STUDENT NAME		STUDENT ID			
REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
<b>FIRST SEMESTER FRESHMEN</b>					
AGR 1112 Agricultural Survey (2 hrs)					
AGT 1163 Spatial Information Sys (3 hrs)					
AGR 2314 Basic Soils (4 hrs)					
AGR 2413 Farm Management (3 hrs)					
BIO1313 Botany Lecture * (3 hrs)					
BIO 1311 Botany Lab (1 hr)					
<b>SECOND SEMESTER FRESHMEN</b>					
AGR 1214 Animal Science (4 hrs)					
AGT 1513 Prin. Ag. Mkt. (3 hrs)					
AGR 1413 Farm Machinery (3 hrs)					
AGR 2713 Prin of Agri Econ or ECO 2113 Prin of Macroeconomics (3 hrs)					
CSC 1123 Computer Applications I or CPT 1113 Fund Micro Apps (3 hrs)					
<b>FIRST SEMESTER SOPHOMORE</b>					
AGT 2373 Fiber & Oilseed Crops (3 hrs)					
AGT 2463 Insects & Controls (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
ENG 1113 Comp. I (3 hrs)					
Math/Science Elective (3 hrs)					
<b>SECOND SEMESTER SOPHOMORE</b>					
AGT 2383 Grain Crops (3 hrs)					
AGT 2413 Weed Control (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
Instructor Approved Elective (3hrs)					
<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 62</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructor: Barry Corley**  
**Associate Degree Program**

\*AGT 1313 can be substituted for BIO 1313



**MISSISSIPPI DELTA COMMUNITY COLLEGE  
TECHNICAL EDUCATION – HEALTHCARE DATA TECHNOLOGY**

The Healthcare Data Technology program of study is designed to prepare students for employment in physician offices, hospitals, outpatient facilities, mental health clinics, nursing home facilities and insurance companies. Healthcare Data is a two-year program of study which requires courses in the vocational-technical core, designated areas of concentration and academic core. *A student entering this program in the spring semester may require an extra semester to complete the program.* The Associate of Applied Science degree is earned upon the successful completion of the Healthcare Data curriculum.

**Admission Requirements**

Students must submit a composite score of 16 or higher on the Enhanced ACT. A minimum ACT score of 14 is required on the Mathematical usage and Reading sections. Students 21 years old and older, who do not have an ACT score, must score at the 10<sup>th</sup> grade level or higher on the TABE.

\*Students having no experience on the keyboard (35 net words per minute or less) should take BOT 1013 – Introduction to Keyboarding. If they test out at 35 net words per minute or more, they may take BOT 1113 – Document Formatting and Production. Credit can be awarded for advanced placement in BOT 1123 Keyboard Skill Building.

Students who are returning to the program after an absence of a semester or more must graduate under the current catalog because of curriculum changes in regard to computer application programs.

**STUDENT NAME**

**STUDENT ID**

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMAN</b>					
*BOT 1013 Intro to Keyboarding (3 hrs)					
*BOT 1113 Document Format & Prod. (3 hrs)					
BOT 1133 Microcomputer Applications (3 hrs)					
BOT 1613 Medical Office Terminology I (3 hrs)					
BOT 1713 Mechanics of Communication (3 hrs)					
BOT 1413 Records Management (3 hrs)					
Math/Science Elective (3 hrs)					
<b>SECOND SEMESTER FRESHMAN</b>					
BOT 2813 Business Communications (3 hrs)					
BOT 1143 Word Processing (3 hrs)					
BOT 1313 Applied Business Math (3 hrs)					
BOT 1433 Business Accounting (3 hrs)					
BOT 1623 Medical Office Terminology II (3 hrs)					
ENG 1113 English Composition (3 hrs)					
<b>FIRST SEMESTER SOPHOMORE</b>					
BOT 1513 Machine Transcription (3)					
BOT 1813 Electronic Spreadsheet (3 hrs)					
BOT 2413 Computerized Accounting (3 hrs)					
BOT 2643 CPT Coding (3 hrs)					
BOT 2743 Medical Office Concepts (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
<b>SECOND SEMESTER SOPHOMORE</b>					
BOT 2523 Medical Machine Trans I (3)					
BOT 2653 ICD Coding (3 hrs)					
BOT 2753 Medical Information Mgmt. (3 hrs)					
BOT Approved Elective (3 hrs) (see below)					
SPT 1113 Public Speaking I (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
<b>Approved Electives:</b>					
BOT 2823 Communications Tech (3 hrs)					
BOT 2323 Database Management (3)					
BOT 1123 Keyboard Skill-building (3 hrs)					
Work-base Learning (3 hrs.)					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours 72</b>					

**Instructors: Carmen Brown, Amanda Hardin, Faye Stovall, Suzanne Thompson**

**Associate Degree Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**TECHNICAL EDUCATION - MACHINE TOOL TECHNOLOGY**

Machine Tool Operations instructs its students in making computation relating to working dimensions, tooling, feeds and speeds of machinery. Instruction in the laboratory is provided in the use of lathes, shapers, milling machine, grinders; the use of precision measuring instruments such as layout tools, micrometers, and gauges; methods of machining and heat treating and testing of various metals; and the reading of blueprint parts. Advanced training is available in technical mathematics, mechanical drawing, industrial psychology, safety and shop management.

**Admission Requirements**

Technical students who enroll without the ACT have until mid-term to take the ACT and receive a qualifying score of 14 or higher.

**STUDENT NAME** \_\_\_\_\_ **STUDENT ID** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMAN</b>					
MST 1313 Mach Tool Math (3 hrs)					
MST 1413 Blueprint Reading (3 hrs)					
MST 1115 Power Mach I (5 hrs)					
CPT 1113 Fund of Micro (3 hrs)					
<b>SECOND SEMESTER FRESHMAN</b>					
MST 1125 Power Mach II (5 hrs)					
MST 1613 Precision Layout (3 hrs)					
MST 1423 Adv Blueprint Read (3 hrs)					
DDT 1313 Principles of CAD (3 hrs)					
<b>FIRST SEMESTER SOPHOMORE</b>					
MST 2135 Power Mach III (5 hrs)					
MST 2714 Comp Num Cont (4 hrs)					
ENG 1113 Comp I (3 hrs)					
DDT 1114 Fund Drafting (4 hrs)					
Math/Science Elective (3 hrs)					
Technical Elective (3 hrs)					
<b>SECOND SEMESTER SOPHOMORE</b>					
MST 2725 Comp Num Cont II (5 hrs)					
MST 2144 Power Mach IV (4 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
<b>APPROVED ELECTIVES:</b>					
MST 2812 Metallurgy (2 hrs)					
MST 2923 Supervised Work Experience (3 hrs)					
MST 2913 Special Projects (3 hrs)					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 68</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructor: Will Tolliver**

**Associate Degree Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**TECHNICAL EDUCATION – OFFICE SYSTEMS TECHNOLOGY**

The Office Systems Technology program of study provides training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies.

**Admission Requirements**

Students must submit a composite score of 14 or higher on the Enhanced ACT. A minimum ACT score of 14 is also required on the Mathematical usage and Reading sections. Students 21 years old and older, who do not have an ACT score, must score at the 10<sup>th</sup> grade level or higher on the TABE.

Students having no experience on the keyboard (35 net words per minute or less) should take BOT 1013 – Introduction to Keyboarding. If they test out at 35 net words per minute or more, they may take BOT 1113 – Document Formatting and Production. Credit can be awarded for advanced placement in BOT 1123 Keyboard Skill Building.

Students who are returning to the program after an absence of a semester or more must graduate under the current catalog because of curriculum changes in regard to computer application programs. *Office Systems Technology is a two year program but students entering in the spring may take two and a half years to complete the program.*

**STUDENT NAME**

**STUDENT ID**

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMAN</b>					
*BOT 1013 Intro to Keyboarding (3 hrs)					
BOT 1113 Document Formatting & Prod. (3 hrs)					
BOT 1133 Microcomputer App (3 hrs)					
BOT 1433 Business Accounting (3 hrs)					
BOT 1713 Mechanics of Communication (3 hrs)					
BOT 1413 Records Management (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
<b>SECOND SEMESTER FRESHMAN</b>					
BOT 2813 Business Communications (3 hrs)					
BOT 1143 Word Processing (3 hrs)					
BOT 1123 Keyboard Skill-building (3 hrs)					
BOT 1313 Applied Business Math (3 hrs)					
BOT 2323 Database Management (3 hrs)					
ENG 1113 English Composition I (3 hrs)					
<b>FIRST SEMESTER SOPHOMORE</b>					
BOT 2413 Computerized Accounting (3 hrs)					
BOT 1513 Machine Transcription (3 hrs)					
BOT 2823 Communication Technology (3 hrs)					
BOT 1813 Electronic Spreadsheet (3 hrs)					
Math/Science Elective (3 hrs)					
<b>SECOND SEMESTER SOPHOMORE</b>					
BOT 1213 Professional Development (3 hrs)					
BOT 2833 Integrated Computer Apps (3 hrs)					
BOT 2133 Desktop Publishing (3 hrs)					
BOT 2723 Administrative Office Procedures (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 69</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructors:** Carmen Brown, Amanda Hardin, Faye Stovall, Suzanne Thompson

**Associate Degree Program**

**\*Timed typing test will determine whether student must enroll in BOT 1013 or BOT 1113 as first semester freshman.**

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
TECHNICAL EDUCATION – PRECISION AG TECH**

The Precision Ag Technology Program teaches the student a working knowledge and understanding of remote sensing, global positioning systems, geographic information systems and variable rate technology, as well as practical, hands on experience in an in-situ environment.

Students must submit a composite score of 16 or higher on the Enhanced ACT. A minimum score of 16 is also required on the Mathematical Usage and Reading sections. Exceptions may be made with instructor permission for students that do not meet entrance requirements.

**STUDENT NAME** \_\_\_\_\_ **STUDENT ID** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMEN</b>					
AGR 1112 Agricultural Survey (2 hrs)					
AGT 1163 Spatial Info Systems (3 hrs)					
AGR 2314 Basic Soils (4 hrs)					
AGT 2413 Weed Control or AGT 2463 Insects & Controls (3 hrs)					
BIO 1313 Botany Lecture (3 hrs)					
BIO 1311 Botany Lab (1 hr)					
<b>SECOND SEMESTER FRESHMEN</b>					
AGT 1354 Remote Sensing (4 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Math/Science Elective (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
<b>FIRST SEMESTER SOPHOMORE</b>					
AGT 1254 GPS Data Collection (4 hrs)					
AGT 2154 GIS I (4 hrs)					
AGT 2434 Crop Mgmt Zones (4 hrs)					
ENG 1113 English Comp I (3 hrs)					
<b>SECOND SEMESTER SOPHOMORE</b>					
AGT 2164 Variable Rate Tech (4 hrs)					
AGT 2174 Ag GIS (4 hrs)					
AGT 2474 Site Specific Pest (4 hrs)					
CSC 1123 Computer Applications I (3 hrs)					
<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Instructor Approved Transfer Courses</b>					
<b>Total Hours: 62</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructor: Steele Robbins**  
**Associate Degree Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
CAREER EDUCATION - AUTOMOTIVE MACHINIST**

The Automotive Machinist program is a nine-month career course structured to impart to students the knowledge and skills necessary to become a qualified automotive machinist.

Each student will learn by actually working on automotive, industrial and agricultural engines. Students will be taught all aspects of disassembly, inspection, remachining, and reassembly of an engine. They will learn how to determine if replacement parts are needed in an engine. Students will operate a variety of automotive machine shop equipment to include valve grinders, cylinder boring bars, crankshaft grinders, rod honing machines, engine balancers, and cleaning equipment. The basic principles of the internal combustion engine and general construction of the automotive engine are two of the main features of this curriculum. Students are also taught the use of precision measuring tools, (micrometers, calipers, dial indicators, etc.). These skills are useful in all automotive and machinist fields.

**STUDENT NAME** \_\_\_\_\_ **ID#** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER</b>					
AUV 1116 Funds for Auto Mach (6 hrs)					
AUV 1216 Cylinder Head Service (6 hrs)					
AUV1513 Parts & Labor (3 hrs)					
<b>SECOND SEMESTER</b>					
AUV 1316 Cylinder Block Serv-(6 hrs)					
AUV 1416 Engine Assembly & Testing (6 hrs)					
AUV 1713 Brake Rotor & Drum Mach- (3 hrs)					
<b>APPROVED ELECTIVES</b> (with permission of instructor)					
AUV 1913 Special Projects (3 hrs)					
AUV 1923 Sup Work Exp (3 hrs)					
AUV 1613 Adv Crankshaft Grind (3 hrs)					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 30</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructor: Gilbert Loper**  
**Certificate Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
CAREER EDUCATION - AUTO MECHANICS**

Automotive Mechanics is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems. Students must have a valid driver's license to enroll in this program.

**STUDENT NAME** \_\_\_\_\_ **ID#** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER</b>					
ATV 1124 Basic Electrical & Electronics (4hrs)					
ATV 1214 Brakes (4 hrs)					
ATV 1424 Engine Performance I (4 hrs)					
ATV 1715 Engine Repair (5 hrs)					
ATV 1812 Intro to Safety & Emp Skills (2 hrs)					
<b>SECOND SEMESTER</b>					
ATV 1134 Adv Electric & Electron (4 hrs)					
ATV 2334 Steering & Suspen (4 hrs)					
ATV 2434 Engine Perf II (4 hrs)					
<b>APPROVED ELECTIVES</b>					
ATV 2913 Special Projects (3 hrs)					
ATV 2923 Supervised Work Exp. (3 hrs)					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 31</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructors: Nick Lofton & Joe Galey**  
**Certificate Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
CAREER EDUCATION - BRICK BLOCK AND STONE MASONRY**

Brick, Block and Stone Masonry is an instructional program that prepares individuals to lay brick, block or stone. Included is instruction in laying out and/or spacing bonds; determining vertical and horizontal alignment of courses and levels; and cutting, notching, and shaping blocks, bricks, and stone to construct or repair walls, partitions, arches and fireplaces. A certificate for Brick, Block and Stone Masonry may be awarded to a student who successfully completes the 32 semester credit hours of required courses.

**STUDENT NAME** \_\_\_\_\_ **ID#** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER</b>					
BBV 1115 Brick & Block Laying (5 hrs)					
BBV 1215 Masonry Construction (5 hrs)					
BBV 1223 Masonry Math, Est. (3 hrs)					
BBV 1313 Tools, Equip, & Safety (3 hrs)					
<b>SECOND SEMESTER</b>					
BBV 1425 Adv Block Laying (5 hrs)					
BBV 1525 Adv Bricklaying (5 hrs)					
BBV 1723 Steps, Arch, Brick (3 hrs)					
BBV 1823 Steps Patios & Brick (3 hrs)					
<b>APPROVED ELECTIVES (with permission of instructor:</b>					
BBV 1623 Chimney & Fireplace (3 hrs)					
DDT 1114 Fund Draft (4)					
CPT 1113 Micro Computer (3)					
BBV 1913 Special Projects (3 hrs)					
BBV 1923/6 Sup Work Exp (3-6 hrs)					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 32</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructor: Clarence Steelman**  
**Certificate Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
CAREER EDUCATION -COMMERCIAL TRUCK DRIVING**

Commercial Truck Driving is an instructional program that prepares individuals to drive trucks and other commercial vehicles. Students learn to perform pre-trip inspection and recognize problems. Students learn safety rules, learn to shift, back-up and driving on two and four lane roads. Students must be 20 years of age and have a valid Mississippi driver's license to be eligible for this program.

**STUDENT NAME**\_\_\_\_\_ **ID#**\_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER</b>					
DTV 1114 Commercial Truck Driving I (4 hrs)					
DTV 1125 Commercial Truck Driving II (5 hrs)					
<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 9</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructor: Danny Cather**  
**Certificate Program**



**MISSISSIPPI DELTA COMMUNITY COLLEGE  
CAREER EDUCATION - CONSTRUCTION EQUIPMENT OPERATIONS**

The Construction Equipment Operation program is a nine month certificate program which prepares an individual to operate and maintain a variety of heavy equipment including backhoe, fork-lift, dozer, end-loader, excavator, motor grader, and scraper. The instruction includes safety, general care, and routine maintenance. The program also includes instruction in digging, ditching, sloping, stripping, grading, back filling, clearing, excavating, and handling of materials. An individual successfully completing this program will have entry level skills for employment as a heavy equipment operator. It is required that all students demonstrate basic skill performance on each of the following pieces of construction equipment: backhoe, fork-lift, dozer, end loader, excavator, motor grader and scraper. Advanced skill performance on a minimum of two items of equipment is essential to successful program completion. Fork-lift certification is available for qualifying students.

**STUDENT NAME** \_\_\_\_\_ **ID#** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER</b>					
CEV 1212 Safety I (2 hrs)					
CEV 1313 Service & Prev-Maint I (3 hrs)					
CEV 1416 Equipment Operation I (6 hrs)					
CEV 1514 Grade Work I (4 hrs)					
<b>SECOND SEMESTER</b>					
CEV 1222 Safety II (2 hrs)					
CEV 1323 Service & Prev-Maint II (3 hrs)					
CEV 1426 Equipment Operation II (6 hrs)					
CEV 1525 Grade Work II (5 hrs)					
<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 31</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructor: Stephen Poole**  
**Certificate Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**CAREER EDUCATION – ELECTRICAL**

**The Electrical** Program prepares individuals to install, operate, maintain and repair electrically-energized systems such as residential, commercial, industrial electric wiring, and DC and AC motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included. A minimum ACT score of 15 is required or score at 11<sup>th</sup> grade level on the TABE. Exceptions may be made with instructor permission for students that do not meet entrance requirements provided the student meets the requirements by the end of the second semester or has a 2.0 GPA.

**Student** \_\_\_\_\_ **ID#** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMEN</b>					
ELT 1113 Res/Light Comm Wiring (3 hrs)					
ELT 1143 AC/DC Circuits (3 hrs)					
ELT 1192 Fund Electric (2 hrs)					
ELT 1213 Electrical Power (3 hrs)					
ELT 1253 Branch Circuits (3 hrs)					
ELT 1263 Blueprint Reading (3 hrs)					
<b>SECOND SEMESTER FRESHMEN</b>					
ELT 1123 Commercial & Industrial Wiring (3 hrs)					
ELT 1223 Motor Maint/Troubleshooting (3 hrs)					
ELT 1413 Motor Control System (3 hrs)					
ELT1273 Switching Circuits (3 hrs)					
ELT 1133 Intro to the NEC (3 hrs)					
<b>APPROVED ELECTIVE</b> (with permission of instructor)					
ELT 292(1-6) Supervised Work I (1-6 hrs)					
ELT 294(1-6) Supervised Work II (1-6 hrs)					
ELT 291(1-3) Special Projects I (1-3 hrs)					
ELT 293(1-3) Special Projects II (1-3 hrs)					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 32</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructors: Mark Myles & David Grant**  
**Certificate Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**TECHNICAL EDUCATION – ELECTRONICS - 1 Year Option**

Electronics Technology is an instructional program which prepares individuals to support electrical engineers and other professionals in the design, development, and testing of electrical circuits, devices and systems. Included is instruction in model and prototype development and testing; systems analysis and integration; application of engineering data; and the preparation of report and test results.

**Admission Requirements**

Students must submit a composite score of 16 or higher on the Enhanced ACT. A minimum ACT score of 16 is also required on the mathematical usage and reading sections. Exceptions may be made with instructor permission for students that do not meet entrance requirements. In addition to these ACT requirements, re-admit or transfer students must have a 2.0 cumulative quality point average.

**STUDENT NAME** \_\_\_\_\_ **ID#** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMEN</b>					
EET 1193 Fundamentals of Electronics (3 hrs)					
EET 1114 DC Circuits (4 hrs)					
EET 1123 AC Circuits (3 hrs)					
EET 1613 Comp Fundamentals (3 hrs)					
EET 1413 Mathematics for Electronics (3 hrs)					
EET 1713 Electronic Drafting (3 hr)					
<b>SECOND SEMESTER FRESHMEN</b>					
EET 1163 Motor Maint & Troubleshoot (3 hrs)					
EET 1334 Solid State Devices & Cir (4 hrs)					
EET 1214 Digital Electronics (4 hrs)					
EET 1343 Motor Control Systems (3 hr)					
<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 33</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructors: Gary Free & Michael Stevenson**  
**Certificate Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
TECHNICAL EDUCATION - AGRICULTURAL BUSINESS & MANAGEMENT  
FIELD CROPS TECHNOLOGY - 1 YEAR OPTION**

The Field Crops Option of the Agricultural Business Management Technology Program is designed to provide students with a common core of management skills and additional training related to the production of field crops, weed, insect, and plant disease control. Computer based activities are used from the internet and appropriate agricultural related software packages.

**Admission Requirements**

Students must submit a composite score of 15 or higher on the Enhanced ACT. Exceptions may be made with instructor permission for students that do not meet entrance requirements. In addition to this ACT requirement, re-admit or transfer students must have a 2.00 cumulative quality point average.

**STUDENT NAME** \_\_\_\_\_ **ID#** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMEN</b>					
AGR 1112 Agricultural Survey (2 hrs)					
AGT 1163 Spatial Information Sys (3 hrs)					
AGR 2314 Basic Soils (4 hrs)					
AGR 2413 Farm Management (3 hrs)					
BIO1313 Botany Lecture * (3 hrs)					
BIO 1311 Botany Lab (1 hr)					
<b>SECOND SEMESTER FRESHMEN</b>					
AGR 1214 Animal Science (4 hrs)					
AGT 1513 Prin. Ag. Mkt. (3 hrs)					
AGR 1413 Farm Machinery (3 hrs)					
AGR 2713 Prin of Agri Econ or ECO 2113 Prin of Macroeconomics (3 hrs)					
CSC 1123 Computer Applications I or CPT 1113 Fund Micro Apps (3 hrs)					
<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 32</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructor: Barry Corley**  
**Certificate Program**

\*AGT 1313 can be substituted for BIO 1313

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
CAREER EDUCATION - HEATING AND AIR CONDITIONING**

Heating and Air Conditioning is an instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating and refrigeration systems.

**STUDENT NAME** \_\_\_\_\_ **ID#** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMAN</b>					
ACT 1125 Basic Compression Refrigeration (5 hrs)					
ACT 1133 Tools & Piping (3 hrs)					
ACT 1312 Ref System Comp (2 hrs)					
ACT 1813 Prof Service Procedures (3 hrs)					
CPT 1113 Fundamentals of Micro (3 hrs)					
<b>SECOND SEMESTER FRESHMAN</b>					
ACT 1713 Elec for HVAC/R (3 hrs)					
ACT 1213 Controls (3 hrs)					
ACT 2324 Com Refrigeration (4 hrs)					
SMT 1315 Methods of Lay (5 hrs)					
<b>FIRST SEMESTER SOPHOMORE</b>					
ACT 2414 AC 1 (4 hrs)					
ACT 2513 Heating System (3 hrs)					
ACT 2624 Heat Load & Air Prop (4 hrs)					
SMT 1414 Hand Processes (4 hrs)					
<b>SECOND SEMESTER SOPHOMORE</b>					
ACT 2424 AC II (4 hrs)					
ACT 2433 Ref Retrofit & Reg (3 hrs)					
ACT 291(1-4) Special Projects (1-4 hrs)					
SMT 2514 Machine Process (4 hrs)					
<b>APPROVED ELECTIVES (with instructors permission):</b>					
ACT 292(1-6) Supervised Work Experience (1-6 hrs)					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 58</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructors: Kenny Jobe and Frankie Chandler**  
**Certificate Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
CAREER EDUCATION - MACHINE TOOL OPERATIONS**

Machine Tool Operations instructs its students in making computation relating to working dimensions, tooling, feeds and speeds of machinery. Instruction in the laboratory is provided in the use of lathes, shapers, milling machine, grinders; the use of precision measuring instruments such as layout tools, micrometers, and gauges; methods of machining and heat treating and testing of various metals; and the reading of blueprint parts. Advanced training is available in technical mathematics, mechanical drawing, industrial psychology, safety and shop management.

**STUDENT NAME** \_\_\_\_\_ **ID#** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMAN</b>					
MST 1313 Mach Tool Math (3 hrs)					
MST 1413 Blueprint Reading (3 hrs)					
MST 1115 Power Mach I (5 hrs)					
CPT 1113 Fund of Micro (3 hrs)					
<b>SECOND SEMESTER FRESHMAN</b>					
MST 1125 Power Mach II (5 hrs)					
MST 1613 Precision Layout (3 hrs)					
MST 1423 Adv Blueprint Read (3 hrs)					
DDT 1313 Prin of CAD (3 hrs)					
<b>FIRST SEMESTER SOPHOMORE</b>					
MST 2135 Power Mach III (5 hrs)					
MST 2714 Comp Num Cont (4 hrs)					
DDT 1114 Fund Drafting (4 hrs)					
<b>SECOND SEMESTER SOPHOMORE</b>					
MST 2725 Comp Num Cont II (5 hrs)					
MST 2144 Power Mach IV (4 hrs)					
MST 2923 Sup Work Exp or MST 2913 Special Projects (3 hrs)					
<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 53</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructor: Will Tolliver  
Certificate Degree Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**TECHNICAL EDUCATION – OFFICE SYSTEMS – 1 Year Certificate**

The Office Systems Technology program of study provides training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies.

**Admission Requirements**

Students must submit a composite score of 14 or higher on the Enhanced ACT. A minimum ACT score of 14 is also required on the Mathematical usage and Reading sections. Students 21 years old and older, who do not have an ACT score, must score at the 10<sup>th</sup> grade level or higher on the TABE. *A student entering this program in the spring semester may require an extra semester to complete the program.*

Credit can be awarded for advanced placement in BOT 1123 Keyboard Skill Building.

Students who are returning to the program after an absence of a semester or more must graduate under the current catalog because of curriculum changes in regard to computer application programs.

\*To complete this certificate in 1 year (2 semesters), the student must already be able to type 35 GWAM on a 5 minute timing with no more than 5 errors to get into BOT 1113 Document Formatting.

**STUDENT NAME** \_\_\_\_\_ **ID#** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER FRESHMAN</b>					
*BOT 1113 Document Formatting & Prod. (3 hrs)					
BOT 1133 Microcomputer App (3 hrs)					
BOT 1433 Business Accounting (3 hrs)					
BOT 1713 Mechanics of Communication (3 hrs)					
BOT 1413 Records Management (3 hrs)					
English Composition (3 hrs)					
<b>SECOND SEMESTER FRESHMAN</b>					
BOT 2813 Business Communications (3 hrs)					
BOT 1143 Word Processing (3 hrs)					
BOT 1123 Keyboard Skill-building (3 hrs)					
BOT 1313 Applied Business Math (3 hrs)					
BOT 1813 Electronic Spreadsheet (3 hrs)					
BOT 1213 Professional Development (3 hrs)					
<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 36</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructors:** Carmen Brown, Amanda Hardin, Faye Stovall, Suzanne Thompson

**Certificate Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
CAREER EDUCATION – WELDING**

The Welding Program is designed to develop skills in various methods of welding. During the first semester, the student is taught the use of the arc welder, oxyacetylene torch and plasma arc cutter. Classroom instruction is also received in blueprint reading, welding metallurgy, welding theory and types of welding machines. Second semester the students are taught the use of mig welder and tungsten inert gas techniques on both ferrous and non-ferrous materials. Also, they are taught flux core arc welding in all positions. Welding inspection and testing principles are also taught.

**STUDENT NAME** \_\_\_\_\_ **ID#** \_\_\_\_\_

<b>REQUIRED COURSES:</b>	<b>PREV TAKEN</b>	<b>FALL</b>	<b>SPRING</b>	<b>FALL</b>	<b>SPRING</b>
<b>FIRST SEMESTER</b>					
WLV1115 Shield Metal Arc Weld I (5 hrs)					
WLV1171 Weld Inspect & Test (1 hr)					
WLV1225 Shield Metal Arc Weld II (5 hrs)					
WLV1232 Draw & Weld Sym (2 hrs)					
WLV1314 Cutting Processes (4 hrs)					
<b>SECOND SEMESTER</b>					
WLV1124 Gas Metal Arc Weld (4 hrs)					
WLV1136 Gas Tungsten Arc Weld (6 hrs)					
WLV1143 Flux Cored Arc Weld (3 hrs)					
WLV1913 Special Projects or WLV 1923 Supervised Work Exp (3 hrs)					
<b>APPROVED ELECTIVES</b>					
LLS 1151 College Life (1 hr)					
LLS 1311 Orientation (1 hr)					
LLS 1413 Improvement of Study (3 hrs)					
LLS 1723 Employment Readiness (3 hrs)					
<b>Total Hours: 33</b>					
<b>Advisor Initials:</b>					
<b>Date:</b>					

**Instructor: Roger Wright**  
**Certificate Program**



## **CAREER / TECHNICAL COURSES**

### **Mississippi Virtual Community College**

Mississippi Delta Community College participates in the consortium known as the Mississippi Virtual Community College (MSVCC). Students may take online courses through the MSVCC that may not be taught through MDCC in the traditional manner. Only those courses taught in the traditional format through MDCC are included in the College Catalog/Student Handbook. For a complete course listing of online classed through MSVCC go to <http://sbcjcweb.sbcjc.cc.ms.us/MsvccVisitor/>.

### **AGRICULTURAL BUSINESS AND MANAGEMENT TECHNOLOGY (AGT/AGR)**

#### **FIELD CROPS OPTION**

**AGR 1112. AGRICULTURAL SURVEY.** An introductory course covering the general functions, organization, and operation of the agricultural in both national and international. (2 hour lecture)

**AGR 1214. ANIMAL SCIENCE.** Fundamental principles and practical application of livestock, dairy, and poultry science. (3 hours lecture, 2 hours lab)

**AGR 1313. PLANT SCIENCE.** Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops. (2 hours lecture, 2 hours lab)

**AGR 1413. FARM MACHINERY.** This is a study of the selection, operation, adjustment, maintenance, and repair of the different types of farm machinery; including the use of both acetylene and electric welding equipment. (2 hours lecture, 2 hours lab)

**AGR 2314. BASIC SOILS.** A general course in soils designed to give the student a basic understanding of all important phases of the subject, including soil genesis, morphology, classification, and the physical, chemical and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils, is also included. (3 hours lecture, 2 hours lab)

**AGR 2413. FARM MANAGEMENT.** Decision making in the organization and operation of the farm business. Basic principles of the farm management, including records, finance, taxation and budgeting. (2 hours lecture, 2 hours lab)

**AGR 2713. PRINCIPLES OF AGRICULTURAL ECONOMICS.** Economic principles applied to production, value, prices, credit, taxation, land tenure, marketing, international trade, and related problems affecting agriculture. (2 hours lecture, 2 hours lab)

**AGT 1513. PRINCIPLES OF AGRICULTURAL MARKETING.** An introduction to general principles of marketing agricultural products. Includes instruction in general marketing practices and the use of futures contracts. (2 hours lecture, 2 hours lab)

**AGT 2373. FIBER AND OILSEED CROPS.** This course is a study of crop production techniques including tillage and planting, pest control, and physical marketing practices for cotton and soybeans. Prerequisite: BIO 1314 (2 hour lecture, 2 hour lab)

**AGT 2383. GRAIN CROPS.** This course is a study of crop production techniques including tillage, planting, pest control, irrigation and physical marketing practices for grain crops. Crops included are corn, milo, rice and wheat. Prerequisite: BIO 1314. (2 hours lecture, 2 hours lab)

**AGT 2413. WEED CONTROL.** A course to provide students with information and skills for controlling plant pests in agricultural crops. Includes instruction in the use and application of chemicals for weed control. Prerequisite: BIO 1314. (2 hours lecture, 2 hours lab)

**AGT 2463. INSECTS AND CONTROLS.** A course to provide instruction and training in techniques of control of insect pests. Includes instruction in the safe and proper use of chemical and other control methods. Prerequisite: BIO 1314. (3 sch: 2 hours lecture, 2 hours lab)

**AGT 2913. SPECIAL PROJECTS IN AGRICULTURAL BUSINESS AND MANAGEMENT.** A course to provide students with an opportunity to utilize skills and knowledge gained in other Agricultural Business and Management courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Prerequisite: Sophomore standing in Agricultural Business and Management Technology. (6 hours lab)

**AGT 2923. SUPERVISED AGRICULTURAL EXPERIENCE.** This internship course provides actual work experience in an agriculture business under the direction of the employer and the instructor. Prerequisites: Sophomore standing in Agricultural Business and Management Technology or instructor approval. (9 hour externship)

### **PRECISION AGRICULTURE OPTION**

**AGT 1163. SPATIAL INFORMATION SYSTEMS:** An overview of spatial information concepts and the tools of spatial information systems (GPS, GIS, VRT, and Remote Sensing). Students will recognize the impact this technology has on our lives in the present as well as the future. Research career opportunities as they relate to these emerging technologies and the basic concepts under which spatial information functions. (3 sch: 3 hour lecture)

**AGT 1254. GPS - DATA COLLECTION:** A course to introduce students to the general principles of Global Positioning Systems, their use, realized and potential value in agriculture. Upon completion, the student will be able to competently acquire, import, export, and manipulate geo-referenced data. The student will also be able to perform

basic troubleshooting task, grasp concepts of spatial variability, and understand projections. Prerequisite: consent of instructor.  
(4 sch: 3 hour lecture, 2 hour lab)

**AGT 1354. REMOTE SENSING:** This course provides an overview of remote sensing technologies for agricultural management. The course emphasizes basic concepts, satellite-based, airborne, and ground-based sensing methods. Digital image interpretation and analysis will be a major component. The student will understand how remote sensing is used with spatial information and variable rate technologies for precision agricultural management. Prerequisites: basic understanding of computer graphics and mathematics.  
(4 sch: 3 hour lecture, 2 hour lab)

**AGT 2154. GEOGRAPHIC INFORMATION SYSTEMS I:** This course is an overview of several applications of Geographic Information Systems. Commercial software is used to cover user interface, views, themes, tables, and layouts. Basic functions of building, editing, querying, and spatial analysis of layers and databases will be reviewed. Hands on exercises will encompass several disciplines and will include mobile GIS applications. Prerequisites: CPT 1324 or consent of instructor. (4 sch: 3 hour lecture, 2 hour lab)

**AGT 2164. VARIABLE RATE TECHNOLOGY:** Introductory course on basic principles of variable rate technology (site-specific technology, precision farming technology). This course will provide instruction on: the importance of variable rate technology; data collection techniques for variable rate applications; development of prescription application maps; and components, calibration, installation, and troubleshooting of variable rate equipment. Prerequisites: GPS, GIS, SIS, MAT 1313, CPT 1324. (4 sch: 3 hour lecture, 2 hour lab)

**AGT 2174. AGRICULTURAL GEOGRAPHIC INFORMATION SYSTEMS:** This course reviews several agricultural Geographic Information Systems. The use of spatial data and spatial analysis is used for recording keeping, modeling, and management of an agro ecosystem. Prerequisites: GIS I or consent of instructor. (4 sch: 3 hour lecture, 2 hour lab)

**AGT 2434. CROP MANAGEMENT ZONES:** The focus of this course will be the identification and management of production zones within crop fields. This course will give students a working knowledge of geo-spatial tools and remote imaging techniques to identify regions of distinction, and methods to develop management strategies to optimize production or minimize costs for cropping systems common to the Mississippi Delta. The course will introduce the use of various decision support tools available for crop management, including GIS and crop models. Prerequisites: BOT 1314, SIS. (4 sch: 3 hour lecture, 2 hour lab)

**AGT 2474. SITE SPECIFIC PEST MANAGEMENT:** This course provides instruction and training in conventional and site-specific techniques used in control of agricultural pests including insects, diseases, and weeds. Students will use pest management techniques and tools including spatial information systems to evaluate impact of pest injury and costs associated with control. Students will learn how variable

rate technologies are applied in the field for site-specific pest management. Prerequisites: GPS, GIS I, CMC, AGT 1314, or consent of instructor. (4 sch: 3 hour lecture, 2 hour lab)

### **AUTOMOTIVE MACHINIST (AUV)**

**AUV 1116. FUNDAMENTALS FOR AUTOMOTIVE MACHINISTS.** This course includes the study and practice of personal hand tools and shop safety; study and practice of measuring; types of calipers, micrometers, and gauges; types and uses of hand tools, mechanical tools, power, and hydraulic tools, fluids, and coolants; and identification of materials and metals. Included is the development of employment skills useful to the Automotive Machining occupations. (2 hour Lecture, 8 hour Lab)

**AUV 1216. CYLINDER HEAD SERVICE.** This course includes the rebuilding and cleaning of cylinder heads; valve guide reconditioning; valve seat replacing and installation; refacing seats, surfacing cylinder heads, and assembling a cylinder head. (2 hour Lecture, 8 hour Lab)

**AUV 1316. CYLINDER BLOCK SERVICE.** This course includes the study of cylinder boring, crankshaft grinding and welding, rod reconditioning, and engine balancing. (2 hour Lecture, 8 hour lab)

**AUV 1416. ENGINE ASSEMBLY AND TESTING.** This course includes preparation of a block and components for assembly, cam bearings installation, core plugs, seals, cylinder block and components, testing oil pressure; compression; valve adjustment; and checking for leaks and knocks. (2 hour lecture, 8 hour Lab)

**AUV 1513. PARTS AND LABOR.** This course includes training in the use of computerized parts pricing and inventory, labor price guides, the purchasing and recovery of core materials. (1 hour Lecture, 4 hour lab)

**AUV 1613. ADVANCED CRANKSHAFT BALANCE AND GRINDING.** This course includes the study of dynamic and couple unbalance, external and internal balancing, static balancing, crankshaft indexing, straightening, and stroking. Pre/Co-requisites: Cylinder Block Service (AUV 1316) (1 hour lecture, 4 hr lab)

**AUV 1713. BRAKE ROTOR AND DRUM MACHINING.** This course includes machining of the brake drum and rotor. (1 hour lecture, 4 hour Lab)

**AUV 1913. SPECIAL PROJECT IN AUTOMOTIVE MACHINIST.** Provides the student with practical application of skills and knowledge gained in this program. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Prerequisites: Consent of instructor. (6 hour lab)

**AUV 1923 SUPERVISED WORK EXPERIENCE IN AUTOMOTIVE MACHINIST.** Cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Prerequisite: Consent

of instructor and the completion of at least twelve hours in this program's core curriculum. (9 hour externship)

### **AUTOMOTIVE MECHANICS (ATV/ATT)**

**ATV/ATT 1124. BASIC ELECTRICAL/ELECTRONIC SYSTEMS** This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. (4 sch: 2 hour lecture, 4 hour lab)

**ATV/ATT 1134. ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS.** This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. (2 hour lecture, 4 hour lab)

**ATV/ATT 1214. BRAKES.** A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems.(2 hours lecture, 4 hours lab)

**ATT 1314. MANUAL DRIVE TRAINS/TRANSAXLES.** A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV-joints, differentials and other components. (2 hours lecture, 4 hours lab)

**ATV/ATT 1424. ENGINE PERFORMANCE I.** This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction, diagnosis, and correction of problems associated with in these areas. (2 hour lecture, 4 hour lab)

**ATV/ATT 1715. ENGINE REPAIR.** A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. Includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. (2 hours lecture, 6 hours lab)

**ATV/ATT 1812. INTRODUCTION, SAFETY, AND EMPLOYABILITY SKILLS.** This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. (2 hour lecture)

**ATT 2325. AUTOMATIC TRANSMISSIONS/TRANSAXLES.** A course to provide technical skills and knowledge related to the diagnosis and repair of automotive type automatic transmissions and transaxles. Includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. (3 hours lecture, 4 hours lab)

**ATV/ATT 2334. STEERING AND SUSPENSION SYSTEMS.** A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. (2 hours lecture, 4 hours lab)

**ATV/ATT 2434. ENGINE PERFORMANCE II** This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas. (2 hour lecture, 4 hour lab)

**ATT 2444. ENGINE PERFORMANCE III** This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated with in these areas. (2 hour lecture, 4 hour lab)

**ATT 2614. HEATING AND AIR CONDITIONING.** A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of air conditioning system components, heater lines and cores, and control systems. (2 hours lecture, 4 hours lab)

**ATV/ATT 2913. SPECIAL PROJECT IN AUTOMOTIVE TECHNOLOGY.** Provides the student with practical application of skills and knowledge gained in this program. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Prerequisites: Consent of instructor. (6 hours lab)

**ATV/ATT 2923. SUPERVISED WORK EXPERIENCE IN AUTOMOTIVE TECHNOLOGY.** Cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Prerequisite: Consent of instructor and the completion of at least twelve hours in this program's core curriculum. (9 hrs externship)

### **BRICK, BLOCK AND STONE MASONRY (BBV)**

**BBV 1115. BRICK AND BLOCK LAYING.** This course is designed to give the student experience in laying brick and block. (1 hour lecture, 8 hour lab)

**BBV 1215. MASONRY CONSTRUCTION.** This course is designed to give the student experience in various types of walls, finishing, and masonry construction techniques. (1 hour lecture, 8 hrs. lab)

**BBV 1223. MASONRY MATH, ESTIMATING, AND BLUEPRINT READING.** This course is designed to give the student experience in calculations, estimating, and blueprint reading. (2 hour lecture, 2 hrs. lab)

**BBV 1313. TOOLS, EQUIPMENT, AND SAFETY.** This course is designed to give the student experience in the use and care of tools and equipment along with the safety procedures used in the masonry trade. (2 hrs. lecture, 2 hour lab)

**BBV 1425. ADVANCED BLOCK LAYING.** This course is designed to give the student advanced experience in laying block columns, piers and various walls. (1 hour lecture, 8 hrs. lab)

**BBV 1525. ADVANCED BRICKLAYING.** This course is designed to give the student advanced experience in brick columns, piers, and various walls. (1 hour lecture, 8 hour lab)

**BBV 1623. CHIMNEY AND FIREPLACE CONSTRUCTION.** The student will gain experience in layout and construction of chimney's and fireplaces. (1 hour lecture, 4 hr. lab)

**BBV 1723. ARCH CONSTRUCTION.** Students will gain experience in layout and construction of steps, arches, and brick floors. (1 hour lecture, 4 hrs. lab)

**BBV 1823. STEPS, PATIOS, AND BRICK FLOORS.** Students will gain advanced experiences in layout and construction of steps, patios, and brick floors. (3 hours lecture, 4 hours lab)

**BBV 1913. SPECIAL PROJECTS IN BRICK, BLOCK, AND STONE MASONRY.** Provides the student with practical application of skills and knowledge gained in this program. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Prerequisite: Consent of instructor. (6 hour lab)

**BBV 1923. SUPERVISED WORK EXPERIENCE.** Cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Prerequisite: Consent of instructor. (9 hour externship)

### **BUSINESS AND OFFICE TECHNOLOGY (BOT)**

**BOT 1013. INTRODUCTION TO KEYBOARDING.** This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. It is for students with little or no experience on the keyboard. (3 hours lecture)

**BOT 1113. DOCUMENT FORMATTING AND PRODUCTION.** This course focuses on improving keyboarding techniques using the touch method and on production of documents using word processing functions. Prerequisite: Introduction to Keyboarding (BOT 1013) OR consent of instructor. (2 hours lecture, 2 hours lab)

**BOT 1123. KEYBOARDING SKILL BUILDING.** This course further develops keyboard techniques emphasizing speed and accuracy. Prerequisite: Document Formatting and Production (BOT 1113) (2 hours lecture, 2 hours lab)

**BOT 1133. MICROCOMPUTER APPLICATIONS.** This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications. Prerequisite: Introduction to Keyboarding (BOT 1013) OR consent of instructor. (2 hours lecture, 2 hours lab)

**BOT 1143. WORD PROCESSING.** This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Prerequisites: Mechanics of Communication (BOT 1713), Microcomputer Applications (BOT 1133), and Document Formatting and Production (BOT 1113) or consent of instructor. (3 sch: 2 hr lecture, 2 hr lab)

**BOT 1213. PROFESSIONAL DEVELOPMENT.** This course develops an awareness of interpersonal skills essential for job success. (3 hours lecture)

**BOT 1313. APPLIED BUSINESS MATH.** This course is designed to develop competency in mathematics for business use. (3 hours lecture)

**BOT 1413. RECORDS MANAGEMENT.** This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall and the treatment of these categories in proper management, storage, and retrieval. (3 sch: 3 hour lecture)

**BOT 1433. BUSINESS ACCOUNTING.** This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpreting and reporting the resulting effects upon the business. (3 hours lecture)

**BOT 1443. ADVANCED BUSINESS ACCOUNTING.** This course is a continuation of BOT 1433 - Business Accounting. Prerequisite: Business Accounting (BOT 1433). (3 hours lecture)

**BOT 1513. MACHINE TRANSCRIPTION.** This course is designed to teach transcription of a wide variety of business communications from machine dictation. Prerequisite: Word Processing Applications (BOT 1143). (2 hours lecture, 2 hours lab)

**BOT 1613. MEDICAL OFFICE TERMINOLOGY I.** This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. (3 hours lecture)

**BOT 1623. MEDICAL OFFICE TERMINOLOGY II.** This course presents medical terminology pertaining to human anatomy in the context of body systems. Emphasis is directed toward medical terminology as it relates to Medical Office Technology. (3 hours lecture)

**BOT 1713. MECHANICS OF COMMUNICATION.** This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. (3 sch: 3 hour lecture)



**BOT 1813. ELECTRONIC SPREADSHEET.** This course focuses on advanced applications of the electronic spreadsheet as an aid to management decision making. Prerequisites: Applied Business Math (BOT 1313) and Microcomputer Applications (BOT 1133), or consent of instructor. (2 hours lecture, 2 hours lab)

**BOT 2133. DESKTOP PUBLISHING.** This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. Prerequisite: Word Processing Applications (BOT 1143). (2 hours lecture, 2 hours lab)

**BOT 2323. DATABASE MANAGEMENT.** This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. Prerequisites: Microcomputer Applications (BOT 1133) and Records Management (BOT 1413). (2 hours lecture, 2 hours lab)

**BOT 2413. COMPUTERIZED ACCOUNTING.** This course applies basic accounting principles using a computerized accounting system. Prerequisite: Business Accounting (BOT 1433) or Principles of Accounting I (ACC 1213). (2 hours lecture, 2 hours lab)

**BOT 2523. MEDICAL MACHINE TRANSCRIPTION I.** This course is designed to teach transcription of various medical documents. Prerequisites: Document Formatting and Production (BOT 1113), Medical Office Terminology I (BOT 1613), and Medical Office Terminology II (BOT 1623). (1 hour lecture, 4 hours lab)

**BOT 2643. CPT CODING.** This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Prerequisite: Medical Office Terminology I (BOT 1613) and Medical Office Terminology II (BOT 1623). (2 hrs lecture, 2 hrs lab)

**BOT 2653. ICD CODING.** This course is an introduction to the field of diagnostic coding. Prerequisite: Medical Office Terminology I (BOT 1613) and Medical Office Terminology II (BOT 1623). (2 hours lecture, 2 hours lab)

**BOT 2723. ADMINISTRATIVE OFFICE PROCEDURES.** This course will provide comprehensive coverage and integration of business skills and issues, develop critical thinking and problem-solving skills, and establish a foundation in business procedures. Prerequisite: Word Processing Applications (BOT 1143). (2 hours lecture, 2 hours lab)

**BOT 2743. MEDICAL OFFICE CONCEPTS.** This course will provide coverage and integration of medical office skills and issues using knowledge of medical terminology. Prerequisites: Document Formatting and Production (BOT 1113) and Records Management (BOT 1413). (2 hours lecture, 2 hours lab)

**BOT 2753. MEDICAL INFORMATION MANAGEMENT.** This course will continue coverage of medical office skills and issues with emphasis on health insurance filing. Prerequisites: Medical Office Concepts (BOT 2743). (2 hours lecture, 2 hours lab)

**BOT 2813. BUSINESS COMMUNICATION.** This course develops communication skills with emphasis on principles of writing business correspondence and reports and analyzing and summarizing information in a logically written presentation. Prerequisites: Mechanics of Communication (BOT 1713) and Document Formatting and Production (BOT 1113). (3 hours lecture)

**BOT 2823. COMMUNICATION TECHNOLOGY.** This course will present an overview of the resources available for communication using current technology. Prerequisite: Word Processing (BOT 1143) or by consent of Instructor). (3 sch: 2 hour lecture, 2 hour lab)

**BOT 2833. INTEGRATED COMPUTER APPLICATIONS.** This course integrates activities using applications software including word processing, database, spreadsheets, graphics, and multi-media. Prerequisites: Word Processing Applications (BOT 1143), Business Communications (BOT 2813), Database Management (BOT 2323) and Electronic Spreadsheet (BOT 1813) or by consent of Instructor. (2 hour lecture, 2 hour lab)

**BOT 2913. SUPERVISED WORK EXPERIENCE.** This course provides related on-the-job training in an office environment. This training must include at least 135 clock hours. Prerequisite: Successful completion of at least 30 semester hours in the program and consent of the instructor. (9 hour externship)

### **CARPENTRY**

**CAV 1116. FOUNDATIONS.** This course includes site selection, site preparation, site layout, building forms, and construction of foundations. (2 hours lecture, 8 hours lab)

**CAV 1133. BLUEPRINT READING.** This course includes the elements of residential plans and how to prepare a bill of materials from a set of plans. (2 hour lecture, 2 hour lab)

**CAV 1236. FLOOR AND WALL FRAMING.** This course is designed to give the student experience in floor and wall framing. (2 hours lecture, 8 hours lab)

### **COMMERCIAL TRUCK DRIVING (DTV)**

**DTV 1114. COMMERCIAL TRUCK DRIVING I.** A course to provide fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. This course also includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. (0 lecture, 96 hr Lab.)

**DTV 1125. COMMERCIAL TRUCK DRIVING II.** Continuation of CTD I with additional instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials and emergencies. This course also includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor trailer truck under varying road and climate conditions. (0 Lecture, 120 hr Lab)

## **COMPUTER NETWORKING TECHNOLOGY**

**IST 1123. IT FOUNDATIONS.** Covers the diagnosis, troubleshooting, and maintenance of computer components & interpersonal communication for IT professionals. (2 hours lecture; 2 lab)

**IST 1134. FUNDAMENTALS OF DATA COMMUNICATIONS.** This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. (Lecture, 2 hours; lab, 4 hours).

**IST 1143. SECURITY PRINCIPLES AND POLICIES.** An introduction to the various technical and administrative aspects of information security and assurance. (Lecture, 2 hours; lab, 2 hours).

**IST 1153. WEB AND PROGRAMMING CONCEPTS.** This course is an introduction to Web site development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a Web site and post it on the Internet. Prerequisite: IST1134, IST1143 (Lecture, 2 hours; lab, 2 hours).

**IST 1163. CONCEPTS OF DATABASE DESIGN.** An introduction to the design and manipulation of a relational database. OBE and SQL are explored. Prerequisites: IST1134. (Lecture, 2 hours; lab, 2 hours)

**IST 1223. NETWORK COMPONENTS.** Presents Local Area Network & Wide Area Network connectivity. Focuses on architectures, topologies, protocols, and transport methods of a network. Prerequisite: IST 1134. (Lecture, 2 hours; lab, 2 hours).

**IST 1244. NETWORK OPERATING SYSTEM WINDOWS SERVER.** This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks. (Lecture, 2 hours; lab, 4 hours)

**IST 1254. NETWORK ADMINISTRATION USING LINUX.** This course focuses on the management of a computer network using Linux operating system. Emphasis is placed on installation, configuration and administrative tasks. (Lecture, 2 hours; lab, 4 hours)

**IST 1314. VISUAL BASIC PROGRAMMING.** Introduction to the Visual BASIC programming language. (Lecture, 2 hours; lab, 4 hours)

**IST 2223. NETWORK PLANNING AND DESIGN.** Involves applying network concepts in planning a functioning network. Prerequisite: IST 1223, IST 1143. (Lecture, 2 hour; lab 2 hours)

**IST 2234. NETWORK IMPLEMENTATION.** This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Prerequisite: IST 2223. (Lecture, 2 hours; lab 4 hours)

**IST 2254. ADVANCED NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER.** This course is a continuation of Network Administration using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server (Lecture, 2 hours, lab 4 hours) Prerequisite: IST 1244 Lecture, 2 hours; lab, 4 hours)

**IST 292(1-3). SPECIAL PROBLEM IN INFORMATION TECHNOLOGY.** Cooperative program in which the student will participate in a planned program of activities under the direction of the program instructor. Prerequisites: Consent of instructor. (1-3 sch: 2-6-hr lab).

**CPT 1113. FUNDAMENTALS OF MICROCOMPUTER APPLICATIONS.** This course will introduce information processing concepts including word processing, spreadsheet, and database management software. Service course: not to be taken by Business and Office and Related Technology students. (Lecture, 2 hours; lab, 2 hours)

**CPT 1324. SURVEY OF MICROCOMPUTER APPLICATIONS.** This course will introduce microcomputer operation, word processing, spreadsheet, and database management software. Prerequisites: IST 1134. (Lecture, 2 hours; lab, 4 hours)

### **CONSTRUCTION EQUIPMENT OPERATION (CEV)**

**CEV 1212. SAFETY I.** Personal safety, fire safety, traffic safety rules, and the rules of safety of each machine to include pre-start, operational, and post-operation. (1 hour lecture, 2 hour lab)

**CEV 1222. SAFETY II.** Pedestrian safety, safety communications and safety procedures in working near utilities. (1 hour lecture, 2 hour lab)

**CEV 1313. SERVICE AND PREVENTIVE MAINTENANCE I.** This course includes instruction in characteristics of oils and greases, fuel handling procedures and performing minor mechanical maintenance. Practice includes servicing a fuel filter system and changing engine oil. (2 hour lecture, 2 hour lab)

**CEV 1323 SERVICE AND PREVENTIVE MAINTENANCE II.** Lubrication procedures; servicing air filters; servicing cooling systems; servicing hydraulic systems; and installation, removal and storage of batteries (1 hour lecture, 4 hour lab).

**CEV 1416. EQUIPMENT OPERATION I.** Basic operation of the backhoe, scraper and grader. Includes operating the controls and basic skills performed with each machine and performing assignments by verbal and written instructions. (1 hour lecture, 10 hour lab)

**CEV 1426. EQUIPMENT OPERATION II.** Basic operation of the dozer, and loader and excavator. Includes the controls and basic skills performed with each machine and performing assignments by verbal and written instructions. (1 hour lecture, 10 hour lab)

**CEV 1514. GRADE WORK I.** Setting and checking of grade stakes which are used on job sites. Instruction and practice of transferring elevations are also included. (1 hour lecture, 6 hour lab)

**CEV 1525. GRADE WORK II.** Additional instruction and practice regarding the setting and checking grades. Also, instruction and practice on the compaction of various materials. (2 hour lecture, 6 hour lab)

### **CULINARY ARTS**

**CUT 1114. CULINARY PRINCIPLES I.** Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. (4sch: 2hr. lecture, 4hr. lab)

**CUT 1124. PRINCIPLES II.** This course offers advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for good preparation. (4 sch: 2 hr. lecture, 4 hr. lab)

**CUT 1134. PRINCIPLES OF BAKING.** Fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment. (4 sch: 2hr. lecture, 4 hr. lab)

**CUT 1513. GARDE MANGER.** This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. It explores the various duties of the modern garde manager. (3 sch: 1 hr. lecture, 4 hr. lab)

**CUT 2223. MENU PLANNING AND FACILITIES DESIGN.** The principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. (3 sch: 2hr. lecture)

**CUT 2243. DINING ROOM MANAGEMENT.** Management of a restaurant dining room including good housekeeping technique, fine food, and efficient service. Covers French, Russian, American, and English waited table service, limited service, counter, tray, service, and catering. Emphasis will be place on staffing, scheduling, controls and skills required to effectively supervise a dining room operation. (3 sch: 1 hr. lecture, 4 hr. lab)

**CUT 2314. AMERICAN REGIONAL CUISINE.** Exploration cuisine concept emphasizing freshness, seasonality, nutrition, indigenous ingredients, and presentation. A thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. (4 sch: 2hr. lecture, 4hr. lab)

**CUT 2424. INTERNATIONAL CUISINE.** A study of cuisines of the world. Emphasis is on use of authentic ingredients, methods, and terminology. (4 sch: 2hr. lecture, 4 hr. lab)

**CUT 2921. SUPERVISED WORK EXPERIENCE IN CULINARY ARTS TECHNOLOGY.** A Course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial

experience. Variable credit is awarded on the basis of one semester hour 45 industrial contact hours. (1-6 sch: 3- 18 hr. Externship)

**HRT 1123. INTRO TO HOSPITALITY AND TOURISM INDUSTRY.** This course is designed as an introduction to the hospitality and tourism industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. (3 sch: 3 hr. lecture)

**HRT 1213. SANITATION & SAFETY.** Basic principles of microbiology, sanitation, and safety procedures for a food service operation. Implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. Serv Safe Sanitation Certification from the National Restaurant Association or equivalent is offered as a part of this course. (3 sch: 2hr. lecture, 2hr. lab)

**HRT 2613. HOSPITALITY SUPERVISION.** Supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. (3 sch: 2 hr. lecture, 2hr. lab)

**HRT 2623. HOSPITALITY HUMAN RESOURCE MANAGEMENT.** This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (3 sch: 3 hr. lecture)

**HRT 2713. MARKETING HOSPITALITY SERVICES.** This course covers the application of marketing methodologies and terms to the hospitality and tourism industry, the use of sales techniques for selling to targeted markets, and developing marketing plans for hospitality and tourism operations. (3 sch: 2hr. lecture, 2hr. lab)

### **DRAFTING AND DESIGN TECHNOLOGY (DDT)**

**DDT 1114. FUNDAMENTALS OF DRAFTING.** Course designed to give drafting majors the background needed for all other drafting courses.(2 hour Lecture, 4 hour Lab)

**DDT 1123. COMPUTATIONAL METHODS FOR DRAFTING.** Study of computational skills required for the development of accurate design and drafting methods. (1 hour lecture, 4 hour lab)

**DDT 1133. MACHINE DRAFTING.** Emphasizes methods, techniques, and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. Prerequisite: DDT 1114.(1 hour Lecture, 4 hour Lab)

**DDT 1213. CONSTRUCTION MATERIALS.** A course designed to familiarize the student with the physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture.(2 hour Lecture, 2 hour Lab)

**DDT 1313. PRINCIPLES OF CAD.** This course will introduce the student to the operating system and how to perform basic drafting skills on the CAD.(2 hour Lecture, 2 hour Lab)

**DDT 1323. INTERMEDIATE CAD.** This course is designed as a continuation of Principles of CAD. Subject areas will include dimensioning, sectional views, and symbols. Prerequisites: DDT 1313, DDT 1114.(2 hour Lecture, 2 hour Lab)

**DDT 1413. ELEMENTARY SURVEYING.** Basic course dealing with principles of geometry, theory, and use of instruments, mathematical calculations, and the control and reduction of errors.(1 hour Lecture, 4 hour Lab)

**DDT 1613. ARCHITECTURAL DESIGN I.** Presentation and application of architectural drafting room standards. Prerequisites: DDT 1114, DDT 1213.(1 hour lecture, 4 hour Lab)

**DDT 2213. STRUCTURAL DRAFTING II.** Study of the miscellaneous areas of structural drafting including stairs, handrails and cage ladders. Prerequisites: DDT 1323 and DDT 2233. (1 hour Lecture, 4 hour Lab)

**DDT 2233. STRUCTURAL DRAFTING I.** Structural section, terms, and conventional abbreviations and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of the A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing (steel concrete, and wood). Prerequisite: DDT 1114. (1 hour lecture, 4 hour Lab)

**DDT 2243. COST AND ESTIMATING.** Preparation of material and labor quantity surveys from actual working drawings and specifications. Prerequisites: DDT 1213 (1 hour Lecture, 4 hour Lab)

**DDT 2343. ADVANCED CAD.** This course is designed as a continuation of Principles of CAD. Emphasis is placed on attributes, slide shows, the user coordinate system, 3-D faces, and solid modeling. Prerequisite: DDT 1313. (1 hour lecture, 4 hour lab)

**DDT 2423. MAPPING AND TOPOGRAPHY.** Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan drawings, and profile drawings using maps, field survey data, aerial photographs, and related references and materials including symbols, notations, and other applicable standardized materials. Co/Prerequisite: (DDT 1413) and (DDT 1323). (2 hour Lecture, 2 hour Lab)

**DDT 2523. PIPE DRAFTING.** Pipe Drafting is designed to provide the student with the basic knowledge needed to create process piping drawings using individual piping components. Prerequisite: (DDT 1114). (2 hour Lecture, 2 hour Lab)

**DDT 2623. ARCHITECTURAL DESIGN II.** This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer-aided design assignments. Prerequisite: DDT 1613. (1 hour Lecture, 4 hour Lab)

**DDT 2913. SPECIAL PROJECT.** A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Prerequisite: Consent of instructor. (9 hr lab)

**ELECTRONICS TECHNOLOGY (EET) /**  
**BIOMEDICAL EQUIPMENT REPAIR (EET)**

**EET 1114. DC CIRCUITS.** This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. Co-requisite: Technical Student must be enrolled in a math course. (2 hours lecture, 4 hours lab)

**EET 1123. AC CIRCUITS.** This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Prerequisite or Co-requisite for Technical Students: EET 1114. (2 hours lecture, 2 hours lab)

**EET 1163. MOTOR MAINTENANCE AND TROUBLESHOOTING.** This course covers the principles and practice of electrical motor repair and includes topics on the disassembly/assembly and preventive maintenance of common electrical motors. (2 hours lecture, 2 hours lab)

**EET 1193. FUNDAMENTALS OF ELECTRONICS.** This course is designed to provide fundamental skills associated with all electronics courses. This course includes safety, bread boarding, use of calculator, test equipment familiarization, soldering, electronic symbols, and terminology. (1 hour lecture, 2 hours lab)

**EET 1214. DIGITAL ELECTRONICS.** A course designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. Prerequisite: EET 1192. (2 hours lecture, 4 hours lab)

**EET 1312. ORIENTATION TO BIOMEDICAL EQUIPMENT REPAIR.** Orientation to the biomedical equipment repair field. Topics covered are the different career paths open to students, types of biomedical equipment, and the organization and operation of the hospital environment. (2 hour lecture)

**EET 1323. MICROPROCESSORS.** A course designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language, timing, interfacing, and other hardware applications associated with microprocessor systems. Prerequisite: EET 1214. (2 hours lecture, 2 hours lab).

**EET 1334. SOLID STATE DEVICES AND CIRCUITS.** A course designed to introduce the student to active devices which include PN junction diodes, bipolar transistors, bipolar



transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Prerequisite: EET 1123. (2 hours lecture, 4 hrs lab)

**EET 1343. MOTOR CONTROL SYSTEMS.** This course covers installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Prerequisites: Fundamentals of Electricity (ELT 1192-3) or by permission of instructor. (2 hours lecture, 2 hours lab).

**EET 1413. MATHEMATICS FOR ELECTRONICS.** Coverage of those areas of arithmetic, geometry, and trigonometry that have applications in electronics. (2 hour lecture, 2 hours lab)

**EET 1613. COMPUTER FUNDAMENTALS FOR ELECTRONICS.** This course introduces the student to basic computer science as used in electricity/electronics areas. Computer nomenclature, logic, numbering systems, coding, operating system commands, editing, and batch files are covered. (2 hours lecture, 2 hours lab)

**EET 1713. ELECTRONIC DRAFTING.** A course designed to provide instruction on the preparation and interpretation of schematics, ladder logic diagrams, flow charts, block diagrams and art work for printed circuit boards. (2 hour lecture, 2 hours lab)

**EET 2333. LINEAR INTEGRATED CIRCUITS.** A course designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase locked loops. (2 hours lecture, 2 hours lab)

**EET 2354. SOLID STATE MOTOR CONTROL.** The course covers the principles and operation of solid state motor control as well as the design, installation, and maintenance of different solid state devices for motor control. Prerequisites/Corequisites: Motor Control Systems (EET 1343). Programmable Logic Controllers (ELT 2613), or by permission of instructor. (2 hours lecture, 4 hours lab).

**EET 2414. ELECTRONIC COMMUNICATIONS.** A course designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation- demodulation of digital communications. (2 hours lecture, 4 hours lab)

**EET 2423. FUNDAMENTAL OF FIBER OPTICS.** This is a course that covers, the basics of fiber optics, optical fiber cables, fiber optic connectors, splices and tools. This course includes getting started with fiber optics, guidelines for fiber optic design and installation, and fiber optic installation safety. (2 hour lecture, 2 hour lab)

**EET 2433. PHYSICS IN ELECTRONICS.** Coverage of those areas of physics that have applications in electronics. (2 hours lecture, 2 hours lab)

**EET 291(1-3). SPECIAL PROJECT.** A course designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of projects will enhance the student's learning experience. Prerequisite: Minimum of 12 semester hours of electronics related courses. (1 hour lecture, 4 hours lab)

**EET 2112. SUPERVISED WORK EXPERIENCE IN BIOMEDICAL EQUIPMENT REPAIR TECHNOLOGY I.** This cooperative program between the health-care facility and education is designed to integrate the student's technical studies with health-care experience. **(NOTE: Biomedical equipment used in this course is for instructional purposes ONLY and not to be used in patients' care.)** Variable credit is awarded on the basis of 1 semester hour per 45 health-care contact hours

**EET 2222 SUPERVISED WORK EXPERIENCE IN BIOMEDICAL EQUIPMENT REPAIR TECHNOLOGY II .** Continuation of EET 2112 with advanced study in the repair and maintenance of biomedical equipment.

### **HEATING AND AIR CONDITIONING (ACT/ACV)**

**ACT 1125. BASIC COMPRESSION REFRIGERATION.** A course to introduce the student to the field of refrigeration and air conditioning. Emphasis is placed on advanced principles of safety, hand tools, heat and cold temperature measurement, pressures, vacuum, wiring diagrams, and the basic refrigeration cycle. (2 hour lecture, 6 hour lab)

**ACT 1133. TOOLS AND PIPING.** A course to provide the student with various tube and pipe connecting techniques required in heating, air conditioning, and refrigeration. (2 hour lecture, 2 hour lab)

**ACT 1213. CONTROLS.** Fundamentals of gas, fluid, electrical, and programmable controls. (2 hour lecture, 2 hour lab)

**ACT 1312. REFRIGERATION SYSTEMS COMPONENTS.** An in-depth study of components and accessories of a sealed system including metering devices, evaporators, compressors and condensers. (1 hour lecture, 2 hour lab)

**ACT 1713. ELECTRICITY FOR HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION.** Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits.(3 sch: 2 hour lecture, 2 hour lab)

**ACT 1813. PROFESSIONAL SERVICE PROCEDURE.** Business ethics necessary to work with both the employer and customer. Includes resume, record keeping and service contracts. (3 hour lecture)

**ACT 2324. COMMERCIAL REFRIGERATION.** This course covers commercial systems. Included are theory, troubleshooting, and repair of commercial heating, ventilation, air conditioning, and refrigeration units.(2 hour lecture, 4 hour lab)

**ACT 2414. AIR CONDITIONING I.** This course includes procedures for servicing residential and commercial window air conditioning units. (2 hour lecture, 4 hour lab)

**ACT 2424. AIR CONDITIONING II.** A study of residential heating, ventilation, air conditioning, and refrigeration systems. Included are theory, troubleshooting, and repair of residential heating, ventilation, air conditioning systems. (2 hour lecture, 4 hour lab)

**ACT 2433. REFRIGERANT, RETRO FIT AND REGULATIONS.** Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local, and state codes. (3 sch: 2 hour lecture, 2 hour lab)

**ACT 2513. HEATING SYSTEMS.** Various types of residential and commercial heating systems. Includes gas, oil, electric, compression and hydroponic heating systems. (2 hour lecture, 2 hour lab)

**ACT 2624. HEAT LOAD CALCULATION AND AIR PROPERTIES.** A study of heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments. (2 hour lecture, 4 hour lab)

**ACT 291(1-4). SPECIAL PROJECT IN HEATING AND AIR CONDITIONING.** Provides the student with practical application of skills and knowledge gained in this program. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Prerequisites: Consent of instructor. (2-8 hour lab)

**ACT 292(1-6). SUPERVISED WORK EXPERIENCE IN HEATING AND AIR CONDITIONING.** Cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Prerequisite: Consent of instructor and the completion of at least twelve hours in this program's core curriculum. (3-18 hours externship)

**SMT 1315. METHODS OF LAYOUT I.** Layout and development of various sheet metal problems using the principles of parallel line and triangulation development. (2 hour lecture, 4 hour lab)

**SMT 1414. HAND PROCESSES I.** Selection and use of hand tools in the sheet metal trade. (2 hour lecture, 4 hour lab)

**SMT 2514. MACHINE PROCESSES I.** Selection and the safe use of hand and foot operated machines of the sheet metal trade. (2 hour lecture, 2 hour lab)

### **HOTEL AND RESTAURANT MANAGEMENT**

**CUT 1114. CULINARY PRINCIPLES I.** Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. (4sch: 2hr. lecture, 4hr. lab)

**HRT 1123. INTRODUCTION TO THE HOSPITALITY AND TOURISM INDUSTRY.** This course is designed as an introduction to the hospitality and tourism industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field.

**HRT 1213. SANITATION AND SAFETY.** Basic principles of microbiology, sanitation, and safety procedures for a food service operation. Implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. ServSafe Sanitation Certification from the National Association or equivalent is offered as a part of this course.

**HRT 1224. RESTAURANT AND CATERING OPERATIONS.** Principles of organizing and managing a food and beverage operation.

**HRT 1413. ROOMS DIVISION MANAGEMENT.** An operational approach to rooms division management in the hospitality industry including front office management and housekeeping operations.

**HRT 2233. FOOD AND BEVERAGE CONTROL.** This course focuses on principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume profit analysis, income and cost control, menu pricing, labor cost control, and computer applications.

**HRT 2323. HOSPITALITY FACILITIES MANAGEMENT AND DESIGN.** Design and manage the physical plant of a hotel or restaurant and work effectively with the engineering and maintenance department.

**HRT 2423. HOSPITALITY SECURITY MANAGEMENT & LAW.** Explains issues surrounding the need for individual security programs, examines a variety of security equipment and procedures, and discusses internal security for food service and lodging operations. This course provides awareness of the rights and responsibilities that the law grants to or imposes upon a hotelier and consequences of failure to satisfy legal obligations.

**HRT 2613. HOSPITALITY SUPERVISION.** Supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods.

**HRT 2623. HOSPITALITY HUMAN RESOURCE MANAGEMENT.** This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry.

**HRT 2713. MARKETING HOSPITALITY SERVICES.** This course covers the application of marketing methodologies and terms to the hospitality and tourism industry, the use of sales techniques for selling to targeted markets, and developing marketing plans for hospitality and tourism operations.

**HRT 2843. SEMINAR IN TRAVEL AND TOURISM.** Simulations of activities related to travel and tourism including reservations tasks and services.

**HRT 2853. CONVENTION AND MEETING PLANNING.** Planning, promotion, and management of meetings, conventions, expositions, and events.

**HRT 2863. TOURISM PLANNING AND DEVELOPMENT.** This course is designed to provide the knowledge to plan and implement the marketing and management of special events and tourism events.

**HRT 291(1-6). SUPERVISED WORK EXPERIENCE IN HOTEL AND RESTAURANT MANAGEMENT.** A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

### **ELECTRICAL TECHNOLOGY**

**ELT 1113. RESIDENTIAL/LIGHT COMMERCIAL WIRING.** A course to provide advanced skills related to the wiring of multi-family and small commercial buildings. Includes instruction and practice in service entrance installation, specialized circuits, and use of commercial raceways. Pre/co-requisite: ELT 1192. (2 hour lecture, 2 hour lab)

**ELT 1123. COMMERCIAL AND INDUSTRIAL WIRING.** A course to provide instruction and practice in the installation of commercial electrical service including the types and uses of conduit and other raceways, NEC code requirements, and three-phase distribution networks. Prerequisite ELT 1192. (2 hour lecture, 2 hour lab)

**ELT 1133. INTRODUCTION TO THE NATIONAL ELECTRIC CODE.** This is a course in the layout, format, rules, and regulations set forth in the National Electric Code. Emphasis is placed on developing the student's ability to find information in the National Electric Code and apply that information in real world applications. (3 sch: 2 hour lecture, 2 hour lab)

**ELT 1143. AC AND DC CIRCUITS FOR ELECTRICAL TECHNOLOGY.** Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. (4 sch: 2 hour lecture, 2 hour lab)

**ELT 1163. DRAFTING FOR ELECTRICAL TECHNOLOGY.** Preparation and interpretation of schematics and electrical drawing and electrical blueprints  
Pre/Corequisites: ELT 1192, ELT 1263 or by permission of instructor. (3 sch: 1 hour lecture, 4 hour lab)

**ELT 1192. FUNDAMENTALS OF ELECTRICITY.** This is a basic course designed to provide fundamental skills associated with all electrical courses. It includes safety, basic

tools, special tools, equipment, and introduction to simple AC and DC circuits. (1 hour lecture, 2 hour lab)

**ELT 1213. ELECTRICAL POWER.** A course to provide skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors, transformers, and alternators. Prerequisite: ELT 1192. (2 hour lecture, 2 hour lab)

**ELT 1223. MOTOR MAINTENANCE AND TROUBLESHOOTING.** A course to familiarize the student with the principles and practice of electrical motor repair. Includes instruction and practice in the disassembly/assembly and preventive maintenance of common electrical motors. Prerequisite: ELT 1192. (2 hour lecture, 2 hour lab)

**ELT 1253. BRANCH CIRCUIT AND SERVICE ENTRANCE CALCULATIONS.** Calculating circuit sizes for all branch circuits and service entrances in residential installation. Pre/Co-requisites: Residential/Light Commercial Wiring – ELT 1113 or equivalent. (2 hour lecture, 2 hour lab)

**ELT 1263. BLUEPRINTS AND ESTIMATING.** A course to develop skills and knowledge related to the interpretation of blueprints for commercial/industrial installations and estimating costs of such installations. (2 hour lecture, 2 hour lab)

**ELT 1273. SWITCHING CIRCUITS FOR RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL APPLICATIONS.** Introduction to various methods by which single pole, 3-way, and 4-way switches are used in residential, commercial, and industrial installations. Also includes installation and operation of low voltage, remote control switching. (2 hour lecture, 2 hour lab)

**ELT 1413. MOTOR CONTROL SYSTEMS.** A course in the installation of different motor control circuits and devices. Emphasis is placed on developing student's ability to diagram, wire and troubleshoot the different circuits and mechanical control devices. Prerequisite: ELT 1192. (2 hour lecture, 2 hour lab)

**ELT 2424. SOLID STATE MOTOR CONTROL.** This course deals with the principles and operation of solid state motor control. This course includes instruction and practice in the design, installation, and maintenance of different solid state devices for motor control. Prerequisites: Motor Control Systems (ELT 1413) (2 hour lecture, 4 hour lab)

**ELT 2613. PROGRAMMABLE LOGIC CONTROLLERS.** This course provides instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. This course includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's Prerequisites: Motor Control Systems (ELT 1413) (2 hour lecture, 2 hour lab)

**ELT 292(1-6). SUPERVISED WORK EXPERIENCE I.** Cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Prerequisite: Consent of instructor and the completion of at least twelve hours in this program's core curriculum. (3-18 hours externship)

**ELT 294(1-6). SUPERVISED WORK EXPERIENCE II.** Cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Prerequisite: Consent of instructor and the completion of at least twelve hours in this program's core curriculum. (3-18 hours externship)

**ELT 291(1-3) SPECIAL PROJECTS I.** This course is designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Prerequisite: Consent of instructor.  
(2-6 hour lab)

**ELT 293(1-3) SPECIAL PROJECTS II.** This course is designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Prerequisite: Consent of instructor.  
(2-6 hour lab)

**IMM 1314. PRINCIPLES OF HYDRAULICS AND PNEUMATICS.** Instruction in basic principles of hydraulics and pneumatics, and the inspection, maintenance, and repair of hydraulic and pneumatic systems. (1 hour lecture, 6 hour lab)

**IMM 2113. EQUIPMENT MAINTENANCE, TROUBLESHOOTING, AND REPAIR.** Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. (1 hour lecture, 4 hour lab)

### **MACHINE TOOL TECHNOLOGY (MST)**

**MST 1115. POWER MACHINERY I.** Operation of power machinery which includes instruction and practice in the safe operation of lathes, drill presses and vertical mills. (2 hour lecture, 6 hour lab)

**MST 1125. POWER MACHINERY II.** A continuation of Power Machinery I with emphasis on advanced applications of lathes, mills, shapers, and precision grinders. Prerequisite: MST 1115. (2 hour lecture, 6 hour lab)

**MST 1313. MACHINE TOOL MATHEMATICS.** An applied mathematics course designed for machinists which includes instruction and practice in algebraic and trigonometric operations. (2 hour lecture, 2 hour lab)

**MST 1413. BLUEPRINT READING.** Plans and specifications interpretation designed for machinists. Includes instruction and practice in reading plans and applying specifications. (2 hour lecture, 2 hour lab)

**MST 1423. ADVANCED BLUEPRINT READING.** A continuation of Plans and Specifications with emphasis on advanced features of plans and specifications. Includes

instruction on the identification of various projections, views, and assembly components. Prerequisites: MST 1413. (2 hour lecture, 2 hour lab)

**MST 1613. PRECISION LAYOUT.** Precision layout for machining operations which includes instruction and practice in the use of layout instruments. (2 hour lecture, 2 hour lab)

**MST 2135. POWER MACHINERY III.** A continuation of the Power Machinery II with emphasis on safety, and advanced applications of the engine lathe, milling, and grinding machine. Prerequisite MST 1125. (2 hour lecture, 6 hour lab)

**MST 2144. POWER MACHINERY IV.** A continuation of Power Machinery III with emphasis on highly advanced safe operations on the radial arm drill, milling machine, engine lathe, and precision grinder. Prerequisite: MST 2135. (2 hr lecture, 4 hr lab)

**MST 2714. COMPUTER NUMERICAL CONTROL OPERATIONS I.** An introduction of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes the use of the Cartesian coordinate system, programming codes and command, and tooling requirements for CNC/CAM machines. (3 hour lecture, 2 hour lab)

**MST 2725. COMPUTER NUMERICAL CONTROL OPERATIONS II.** A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines (CNC lathes, CNC mills, CNC machine centers, and wire EDM). Prerequisite: MST 2714. (2 hour lecture, 6 hour lab)

**MST 2812. METALLURGY.** Concepts of metallurgy which includes instruction and practice in safety, metal identification, heat treatment, and hardness testing. (1 hour lecture, 2 hour lab)

**MST 2913. SPECIAL PROJECTS IN MACHINE TOOL.** Practical application of skills and knowledge gained in other Machine Tool courses. The teacher works closely with the student to insure that the selection of a project will enhance the student's learning experience. Prerequisite: Consent of instructor. (6 hour lab)

**MST 2923. SUPERVISED WORK EXPERIENCE IN MACHINE TOOL.** Cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Prerequisites: Consent of instructor (Career and Technical students) and completion of at least one semester of advanced course work in Machine Tool (Technical students). (9 hour externship)

### **WELDING AND CUTTING PROGRAMS (WLV)**

**WLV 1115. SHIELDED METAL ARC WELDING I.** This course is designed to teach students welding techniques using E-6010 electrodes. (1 hour lecture, 8 hour lab)



**WLV 1124. GAS METAL ARC WELDING.** This course is designed to give the student experience in various welding applications with the GMAW welder including short circuiting and pulsed transfer. (1 hour lecture, 6 hour lab)

**WLV 1136. GAS TUNGSTEN ARC WELDING.** This course is designed to give the student experience in various welding applications with the GTAW welder. (1 hour Lecture, 10 hour Lab)

**WLV 1143. FLUX CORED ARC WELDING.** This course is designed to give the student experience in FCAW. (1 hour Lecture, 4 hour Lab)

**WLV 1171. WELDING INSPECTION AND TESTING PRINCIPLES.** This course is designed to give the student experience in inspection and testing of welds. (2 hour Lab)

**WLV 1225. SHIELDED METAL ARC WELDING II.** This course is designed to teach students welding techniques using E-7018 electrodes. (1 hour Lecture, 8 hour Lab)

**WLV 1232. DRAWING AND WELDING SYMBOL INTERPRETATION.** This course is designed to give the student advanced experience in reading welding symbols. (1 hour Lecture; 2 hour Lab)

**WLV 1314. CUTTING PROCESSES.** This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. (2 hour Lecture, 4 hour lab)

**WLV 1913. SPECIAL PROJECTS IN WELDING AND CUTTING.** Provides the student with practical application of skills and knowledge gained in this program. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Prerequisite: Consent of instructor. (6 hr lab)

**WLV 1923. SUPERVISED WORK EXPERIENCE IN WELDING AND CUTTING.** Cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. (9 hour externship)

### **SUPERVISED WORK EXPERIENCE**

#### **Restrictive Electives**

In order to qualify for supervised work experience, a student must have completed at least 12 hours of course work in their chosen program of study and be approved by the Career/Technical Instructor and the Director of Career Technical Education.

This course is a cooperative program between industry and education and is designed to integrate the student's career studies with industrial experiences. Three hours of credit is awarded upon course completion. Course numbers are as follows: 1913, 1923, 2913, 2926, 2933, and 2944. (Individual course prefix attached as listed below).

While enrolled in supervised work experience, the student will participate in a planned program of activities under the direction of the program instructor. Weekly contact between the student and instructor will be made to provide for completion of assignments and course requirements. Grading of supervised work experience follows the college grading scale.

Participating programs include: Agricultural Business and Management Technology; Automotive Machinist; Automotive Mechanics; Brick, Block and Stone Masonry; Biomedical Equipment Repair Technology; Business and Office Technology; Computer Network Technology; Drafting and Design Technology; Heating and Air Conditioning; Industrial Electrical; Machine Tool Operations; and Welding.

### **SPECIAL PROJECTS**

#### **Restrictive Electives**

Must be approved by Career/Technical Instructor and Director of Career Technical Education.

**1943, 1944, 2913, 2923, 2943, 2946, 2953.** A course to provide students with an opportunity to utilize skills and knowledge gained in career or technical courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (Lecture and lab hours set by individual instructors.)

Programs participating are: Agricultural Business and Management Technology; Automotive Machinist; Automotive Mechanics; Brick, Block and Stone Masonry; Computer Network Technology; Drafting and Design Technology; Electronics; Heating and Air Conditioning; Industrial Electrical; Machine Tool Operations; and Welding.

### **WORK-BASED LEARNING**

Work-Based Learning combines classroom instruction in the Career Technical Programs with structured on-the-job experiences in local businesses and industries to provide a curriculum for career/technical students which better equips them for employment in technical careers. Placed in a work environment which compliments classroom learning, the Work-Based Learning student masters skills and competencies which have been outlined by participating businesses and industries on state-of-the-art equipment. In so doing, the Work-Based Education participant is not only better able to see the connection between education and work but is also able to earn wages while learning from skilled professionals and testing a potential career. Work-Based Learning students enter the workforce equipped with employability skills as well as an educational background which enhances their future career options.

#### **Restrictive Elective**

Must be enrolled in a Career Technical Program and be approved by both the WBL Coordinator & the Career/Technical Instructor

**WBL 191(1-4), 192(1-4), 193(1-4), 291(1-4), 292(1-4), 293(1-4).** This course is designed for students enrolled in Career/Technical programs only. Students are placed in a business/industry related to their career/technical area for a minimum of 15 hours per week. Course content is based on the standardized curriculum of the Career/Technical course in which the student is enrolled, specific workplace needs, and specific objectives addressing competent workplace performance. One to three semester hours credit based upon the total quantity of approved clock hours. (Accompanying the course title and grade on the transcript will be a statement to indicate the number of clock hours of on-the-site work experience obtained during the semester).

## **CAREER-TECHNICAL PROGRAMS**

### **ASSOCIATE OF APPLIED SCIENCE DEGREE**

The degrees of Associate of Applied Science will be awarded to those who complete the prescribed curriculum in the following: Agricultural Business and Management Technology (Field Crops and Precision Agriculture Options), Automotive Technology, Business and Office Technology (Accounting, Healthcare Data and Office Systems Options), Culinary Arts Technology, Computer Networking Technology, Electrical Technology, Drafting and Design Technology, Electronics Technology (Electronics, Biomedical Repair Option), and Machine Tool Technology. The curriculum must include no less than sixty semester hours. A minimum cumulative grade point average of 2.00 in the program of study is required for graduation.

The Program must include a minimum core of general education courses including each of the following areas:

<b>Course</b>	<b>Semester Hours</b>
ENG 1113 Writing	3
SPT 1113 Oral Communications	3
Mathematics/Natural Sciences Elective	3
Humanities/Fine Arts Elective	3
Social/Behavioral Sciences Elective	3

Electives:

Humanities:	history or literature
Laboratory Science:	biology, chemistry, physics, or physical science, anatomy and physiology
Fine Arts:	art appreciation or music appreciation
Social/Behavioral Science:	economics, geography, political science, psychology, sociology
Mathematics	college algebra, trigonometry, or calculus

### **REQUIREMENTS FOR GRADUATION**

Students expecting to graduate from Mississippi Delta Community College must file an application for graduation with the Director of Admissions by the deadline announced by the Office of Admissions.

Candidates for graduation may follow one of three programs, a course of study leading to a degree of Associate of Arts (AA), a degree of Associate of Applied Science (AAS), or a Certificate. Students who complete degree requirements online at MDCC through the Mississippi Virtual Community College consortium must meet the same requirements listed for graduation.

The candidates must spend the semester immediately preceding the date of graduation in residence and earn a cumulative grade point of 2.00 to graduate. Transfer students must complete at least one-half of the number of hours required for graduation and earn a quality point average of 2.0 during this period of residence at MDCC. Developmental courses taken at MDCC or at another institution are not counted for meeting degree requirements at MDCC. Credit awarded for CLEP or Advanced Placement does not count toward meeting residency requirements.

Students receiving the Associate of Arts Degree (A.A.) must complete no less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. The A.A. Degree will be awarded to those in the transfer program who follow the outline as listed in this catalog for their curriculum and complete the Core for the Associate of Arts Degree.

The Associate of Applied Science Degree (A.A.S) will be awarded to those students who complete the prescribed curriculum in each program. The curriculum must include no less than sixty-two semester hours including a minimum core of general education courses. A minimum grade point average of 2.00 in the program of study is required for graduation.

Students receiving a certificate should complete the prescribed curriculum in the program of study as listed in this catalog. A minimum cumulative grade point average of 2.00 in the program of study is required for graduation.

## **CAREER-TECHNICAL PROGRAMS**

### **CERTIFICATE OF GRADUATION**

A certificate will be awarded to those who satisfactorily complete one of the following prescribed courses of study: Automotive Machinists, Brick, Block and Stone Masonry, Commercial Truck Driving, Construction Equipment Operation, Heating and Air Conditioning, Machine Tool Operation, Health Care Assistant, EMT, Phlebotomy, Practical Nursing, Welding and for the one year option in Automotive Machinists, Automotive Mechanic, Electrical, Electronics, Field Crops, and Office Systems. A minimum cumulative grade point of 2.00 is required for graduation.

### **REQUIREMENTS FOR GRADUATION**

Students expecting to graduate from Mississippi Delta Community College must file an application for graduation with the Director of Admissions by the deadline announced by the Office of Admissions.

Candidates for graduation may follow one of three programs, a course of study leading to a degree of Associate of Arts (AA), a degree of Associate of Applied Science (AAS), or a Certificate. Students who complete degree requirements online at MDCC through the Mississippi Virtual Community College consortium must meet the same requirements listed for graduation.

The candidates must spend the semester immediately preceding the date of graduation in residence and earn a cumulative grade point of 2.00 to graduate. Transfer students must complete at least one-half of the number of hours required for graduation and earn a quality point average of 2.0 during this period of residence at MDCC. Developmental courses taken at MDCC or at another institution are not counted for meeting degree requirements at MDCC. Credit awarded for CLEP or Advanced Placement does not count toward meeting residency requirements.

Students receiving the Associate of Arts Degree (A.A.) must complete no less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. The A.A. Degree will be awarded to those in the transfer program who follow the outline as listed in this catalog for their curriculum and complete the Core for the Associate of Arts Degree.

The Associate of Applied Science Degree (A.A.S) will be awarded to those students who complete the prescribed curriculum in each program. The curriculum must include no less than sixty-two semester hours including a minimum core of general education courses. A minimum grade point average of 2.00 in the program of study is required for graduation.

Students receiving a certificate should complete the prescribed curriculum in the program of study as listed in this catalog. A minimum cumulative grade point average of 2.00 in the program of study is required for graduation.

## **HEALTH SCIENCE DIVISION**

The Health Science Division is comprised of Associate Degree Nursing, Dental Hygiene Technology, Medical Laboratory Technology, Radiologic Technology, Practical Nursing, Emergency Medical Technician, Health Care Assistant, and Phlebotomy.

Students applying for admission into health science programs must meet the general college admission requirements. In addition, each program has individual requirements. Students wishing to apply to a specific program should consult the Policy of Admission to Health Science Programs and admission requirements specific to the individual program. Due to accreditation requirements, changes may occur in the curricula, course offerings, and course content for programs. It is imperative that students seek advisement on course requirements and selection each semester.

Many students choose to take specific required academic courses prior to applying to health science programs. While this is encouraged, it does not ensure admission to the actual program. Applications to the health science programs are evaluated on a competitive basis.

“Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Institutional Research, Planning & Effectiveness, Stauffer-Wood Administration Building, P. O. Box 668, Moorhead, MS 38761, 662-246-6558.

The Health Science programs provide a variety of options for students who wish to enter the healthcare job market. Students who successfully complete Health Science programs are prepared to take national and state licensing or certification exams for practice in the designated discipline.

## **PRE-HEALTH SCIENCE CURRICULA**

The Pre-Health Science Curriculum is for students who wish to prepare for entrance into a health science program. A minimum ACT score of 16 (12 if earned prior to 10/28/89) is recommended for registration as a pre-health science major.

Pre-health science program courses provide a suggested guide for program preparation. Information on academic courses that can be taken prior to admission to a health science program can be found under each respective program. These academic courses are also transferable into various academic transfer programs of study for completion of an A.A. degree.

## **POLICY OF ADMISSION TO HEALTH SCIENCE PROGRAMS**

Applicants should obtain the appropriate application packet from the MDCC website at [www.msdelta.edu](http://www.msdelta.edu). All required application materials must be submitted by the specified deadline in order for the applicant to be considered for admission.

The admission process is competitive. Each program uses an objective rating scale to evaluate each applicant. Specific areas that are evaluated include (but are not limited to) ACT scores, entrance test scores, academic course work required for the major, GPA or specific course grades, and timely submission of the application.

Acceptance into a Health Science Program is conditional pending results of a physical exam indicating satisfactory health, a drug screen, and criminal background check at the applicant's expense. According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult. Additional requirements include CPR and specific summer course work, when applicable.

Applicants are notified by letter of conditional acceptance or non-acceptance into a program. Applicants who are conditionally accepted must comply with all orientation requirements in order to preserve a place in the class. Academic and career counseling is available for applicants who are not accepted into Health Science Programs.

## **POLICY ON READMISSION TO HEALTH SCIENCE PROGRAMS**

A student may be considered for readmission to a specific health science program one time only with the following exception: a student who had a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission.

Each student requesting readmission into a health science program will be considered on an individual basis. The student should contact the appropriate program director/supervisor for the readmission procedure. Space must be available in the class. No precedent will be set by the decision of the committee.

At the discretion of the Health Science Division Chairperson, with the recommendation of the Admission Committee, a student requesting readmission to a health science program may be required to take a challenge exam to assess placement. It may be necessary for the applicant to repeat courses.



## **POLICY ON ACCEPTANCE OF TRANSFER STUDENTS INTO HEALTH SCIENCE PROGRAMS**

The acceptance of transfer students into health science courses is based upon the following:

- space available in the specific course being requested
- evaluation of the applicant's college transcript and course materials including:
  - appropriate grades in all course work being considered for transfer
  - comparable content, semester hours, and clinical experiences in courses being considered for transfer
- letter documenting good standing from administrator of the transferring program
- ability to meet all MDCC requirements for graduation
- individual program guidelines

## **ASSOCIATE DEGREE NURSING**

The Associate Degree Nursing Program is designed to provide educational opportunities to qualified students for a career that will help meet the expanding health needs of today's society. The mission of the ADN Program at MDCC is to prepare graduates for entry level nursing practice in a variety of health care settings.

The Associate Degree Nursing Program consists of one summer session followed by two years of nursing courses. Courses in biological, physical, and social sciences and humanities provide foundation and support for nursing courses. Support courses may be taken prior to application or while in the program. The nursing courses combine theory and clinical teaching experiences in a related sequence. The Associate Degree Nursing Program offers an option for LPNs to complete the RN program in 12 months by enrolling in an accelerated track.

Affiliated hospitals used for clinical practice include: Greenwood Leflore Hospital in Greenwood, Bolivar Medical Center in Cleveland, Delta Regional Medical Center in Greenville, North Sunflower Medical Center in Ruleville, South Sunflower County Hospital in Indianola, Grenada Lake Medical Center in Grenada, Mississippi State Hospital in Whitfield, and Tyler Homes Memorial Hospital in Winona. A variety of additional community health agencies are utilized for student learning.

The Associate Degree Nursing Program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning and the Accreditation Commission for Education in Nursing (ACEN). Graduates of the program are awarded an Associate of Applied Science degree and are eligible to take the National Council Licensing Examination (NCLEX-RN®) for licensure as Registered Nurses.

Information regarding the accreditation status may be directed to ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, telephone (404) 975-5002.

### **Legal Limitations** for Licensure as a Registered Nurse:

Students who fail to conform to the Nursing Department Code of Ethics may be placed on probation, suspended, or dismissed from the program. All applicants should be advised that according to the Mississippi Nursing Practice Law and Administrative Code, an individual's application to write the licensing exam may be refused if the applicant has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972.

According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

Graduates must apply to the Mississippi Board of Nursing for licensure to practice as a Registered Nurse in Mississippi.

### MINIMUM ADMISSION REQUIREMENTS:

Applicants must:

- meet general admission requirements.
- be a high school graduate or have a satisfactory GED score.
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) if entering college for the first time **OR** a minimum ACT score of 16 to 17 (12 to 14 ACT score if earned prior to October 28, 1989) and who have completed at least 12 semester hours with a 2.5 GPA or better on courses that are approved by the college.
- submit a signed, notarized Healthcare Criminal History Background Affidavit.
- take an entrance test at the applicant's own expense.

### PROCEDURE:

Applicants must have the following documents on file in the Health Sciences office by March 1 to be considered for admission to the Associate Degree Nursing Program:

- MDCC application for admission or readmission
- MDCC application to the Associate Degree Nursing Program (Associate Degree Nursing Application Packet)
- An official high school transcript from an approved high school or GED equivalency score, if not previously enrolled in college
- An official college transcript for any college work that has been completed
- ACT score
- Signed, notarized Healthcare Criminal History Background Affidavit
- Entrance test scores
- One academic and one personal reference form

Students are encouraged to submit all parts of the application well in advance of the deadline. **Incomplete applications will not be reviewed for admission.**

### SELECTION:

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes ACT scores, GPA, entrance test scores, health care work experience, performance on core courses, and references submitted in a timely manner. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by letter of their acceptance or non-acceptance to the program. The acceptance letter will include specific instructions regarding all requirements that must be completed prior to August admission. These requirements are listed below:

- completion of Anatomy & Physiology I (BIO 2513/2511) and Anatomy & Physiology II (BIO 2523/2521) with a grade of "C" or better during the summer session or regular session prior to admission to the ADN program.
- A&P I & II and Microbiology must be completed within the last five years.
- satisfactory completion of First Aid CPR (HPR 2211) taught during the summer
- satisfactory completion of MATH 1102 during the summer, if indicated by entrance test score

- reading comprehension assignment, if indicated by entrance test score
- satisfactory background check (see Policy on Admission to Health Science Program)
- health evaluation form completed by a physician or nurse practitioner indicating physical & mental fitness
- proof of current immunizations including, but not limited to Hepatitis-B vaccination, Tdap booster and TB skin test
- acceptable pre-admission drug screen
- attendance of boot camp during the summer

#### STUDENT RESPONSIBILITIES:

Students who are accepted into the program must:

- attend an ADN orientation session.
- be aware that, in addition to the regular college fees, Associate Degree Nursing students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B vaccination series, national and state licensing examination fees, standardized achievement tests, N-CLEX Review fees, and nursing organization fees.
- be responsible for their own transportation to the college campus and clinical agencies.

#### PROGRESSION:

To be eligible for progression in the nursing program, the student must maintain a grade of "C" in BIO 2513/2511, BIO 2523/2521, BIO 2923/2921, FCS 1253, and in each required nursing course.

#### READMISSION or TRANSFER:

Students seeking readmission to the program or transfer credit from another ADN program are considered on an individual basis according to health sciences readmission or transfer policies.

#### COMPLIANCE STATEMENT:

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Director of Institutional Research and Planning, Stauffer-Wood Administration Building, P. O. Box 668, Moorhead, MS 38761, 662-246-6558.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING  
Rating Scale for Admission

	Score		Point Scale	Points Earned
<b>ACT score</b>		16-17	½	
		18-19	2	
		20-22	3	
		23-24	4	
		25->	5	
<b>Cumulative Grade Point Average</b> (Transcript)				
<b>ADN Pre/Co Req Grade Point Average</b> (Based on 9 hours or more)		3.0 - 3.49	1	
		3.5 or >	2	
<b>ADN Pre/Co-Requisite Credit Hours</b> Including in progress courses		10-17	½	
		18-25	1	
		26-34	1 ½	
<b>TEAS Scores</b>				
Individual Total Score		58.7.% or >	1	
Reading		69% or >	1	
Math		66.7% or >	1	
<b>Health Care Background</b>				
Work experience other than LPN Describe	No	<input type="checkbox"/>	0	
	Yes	<input type="checkbox"/>	½	
Work experience as an LPN Describe	No	<input type="checkbox"/>	0	
	Yes	<input type="checkbox"/>	1	
<b>References</b>				
Positive (Academic and Personal)	No	<input type="checkbox"/>	0	
	Yes	<input type="checkbox"/>	1	
			<b>TOTAL SCORE</b>	

MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM

Core Performance Standards

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful associate degree nursing program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Core Performance Standards.

In order to successfully complete the associate degree nursing program, an applicant/student must be able to do the following:

1. **Demonstrate critical thinking sufficient for clinical judgment.**

*Examples*

- prioritize information and identify cause-effect relationships in the clinical setting
- analyze assessment findings and use findings to plan and implement care
- evaluate plan of care and make revisions as appropriate
- make decisions using logic, creativity and reasoning to make sound clinical judgments based on standards of nursing care
- demonstrate arithmetic ability to correctly compute dosages, tell time, and use measuring tools

2. **Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.**

*Examples*

- respect differences among clients and exhibit an attitude accepting of clients as individuals
- establish rapport in order to communicate effectively with clients, families, significant others, and health team members
- work effectively in small groups as a team member and a team leader
- recognize crises and institute appropriate interventions to help resolve adverse situations

3. **Demonstrate appropriate verbal and written communication skills.**

*Examples*

- speak coherently to clients, families, and other staff members
- clearly explain treatment procedures and initiate health teaching for clients, families, or groups based on assessed needs, available resources, age, lifestyle, and cultural considerations
- provide clear, understandable written client documentation based upon proper use of the English language
- convey critical information to other caregivers through graphic, print, and/or electronic media in an accurate, timely, and comprehensible manner

4. **Exhibit physical ability sufficient to assist clients to meet health care needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.**

*Examples*

- physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close fitting areas alone or with assistance
- stand, walk up to 75% of 6 to 12 hour shifts
- stoop, bend, squat, reach overhead as required to reach equipment and provide nursing care
- lift a minimum of 20 pounds of weight
- transfer/position up to 300 pounds with assistance while lifting, positioning, and transferring clients
- provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
- perform CPR satisfactorily and respond quickly in an emergency situation

5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective nursing care.**

*Examples*

- demonstrate physical dexterity and coordination in delivery of care, treatment, and medications
- hold skin taut with one hand while inserting needle in skin or vein with other hand and perform other procedures requiring the use of 2 hands
- pick up, grasp, and effectively manipulate small objects such as dials, syringes, switches
- calibrate and use equipment
- maintain sterile technique when performing sterile procedures

6. **Display auditory, visual, and tactile ability sufficient to safely assess and care for clients.**

*Examples*

- hear monitors, alarms, emergency signals, lung/heart sounds, bowel sounds, and cries for help, telephone, intercom interactions, and public address systems (codes)
- perceive and receive verbal communications from clients, families, and health team members
- read written words and information on paper and computer screens, small print, gauges, measuring cups, syringes, and other equipment
- discriminate colors, changes in color, size and continuity of body parts
- discriminate alterations in normal body activities such as breathing patterns and level of consciousness
- observe hazards in environment (water spills, safety rails, restraints) and harmful situations
- perform physical assessment: palpate pulses, feel for heat or cold, tap body surfaces

## Associate Degree Nursing

<b>REQUIRED COURSES:</b>	<b>Previously Taken</b>	<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>	<b>SPRING</b>
*BIO 2513 Anatomy & Physiology I (3 hrs)	BIO 2513	X	X	X	X	X
*BIO 2511 A & P I Lab (1 hr)	BIO 2511	X	X	X	X	X
*BIO 2523 Anatomy & Physiology II (3 hrs)	BIO 2523	X	X	X	X	X
*BIO 2521 A & P II Lab (1 hr)	BIO 2521	X	X	X	X	X
NUR 1119 Nursing I (9 hrs)		NUR 1119				
ENG 1113 English Composition I (3 hrs)		ENG 1113				
FCS 1253 Nutrition (3 hrs)		FCS 1253				
PSY 1513 General Psychology (3 hrs)		PSY 1513				
NUR 1129 Nursing II (9 hrs)			NUR 1129			
ENG 1123 English Composition II (3 hrs)			ENG 1123			
+BIO 2923 Microbiology (3 hrs)			BIO 2923		X	X
+BIO 2921 Microbiology Lab (1 hr)			BIO 2921		X	X
NUR 2119 Nursing III (9 hrs)					NUR 2119	
NUR 2211 Nursing Review I (1 hr)					NUR 2211	
EPY 2533 Human Growth & Development (3 hrs)					EPY 2533	
SPT 1113 Public Speaking I (3 hrs)					SPT 1113	
NUR 2120 Nursing IV (10 hrs)						NUR 2120
NUR 2221 Nursing Review II (1 hr)						NUR 2221
SOC 2113 Intro to Sociology I (3 hrs)						SOC 2113
<b>APPROVED ELECTIVES: (Optional)</b>						
NUR 1313 Nursing Seminar I (3 hrs)		NUR 1313				
NUR 1323 Nursing Seminar II (3 hrs)			NUR 1323			
NUR 2323 Nurse Externship (Summer) (3 hrs)				NUR 2323		
NUR 2313 Nursing Seminar III (3 hrs)					NUR 2313	
NUR 2321 Nursing Seminar IV (1 hr)						NUR 2321
<b>Total Hours: 72</b>	<b>8</b>	<b>18</b>	<b>16</b>	<b>3(optional)</b>	<b>16</b>	<b>14</b>
<b>Advisor Initials:</b>						
<b>Date:</b>						

\*Required Prerequisites. Must be completed within 5 years of admission to the program.

+Must be completed prior to second year or must be completed within 5 years of admission to the program

An Associate in Applied Science degree will be awarded upon completion of not less than seventy-two hours of credit with a minimum cumulative grade point average of 2.00.

Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

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## **ASSOCIATE DEGREE NURSING ACCELERATED PROGRAM FOR LICENSED PRACTICAL NURSES**

The Associate Degree Nursing Accelerated Track Program provides a bridge course for the licensed practical nurse to apply previous knowledge attained in the PN program in an accelerated associate degree program. This program combines general education and nursing courses with clinical experiences.

The ADN Accelerated Track Program for LPNs consists of a summer program that offers 18 hours of credit for a fast track of the first two semesters of the associate degree nursing program. This option allows LPN's to complete the RN program in 12 months. Successful completion of the summer program allows students to progress to the second year of the ADN program.

Affiliated hospitals used for clinical practice include: Greenwood Leflore Hospital in Greenwood, Bolivar Medical Center in Cleveland, Delta Regional Medical Center in Greenville, North Sunflower Medical Center in Ruleville, South Sunflower County Hospital in Indianola, Grenada Lake Medical Center in Grenada, Mississippi State Hospital in Whitfield, and Tyler Holmes Memorial Hospital in Winona. A variety of additional community health agencies are utilized for student learning.

The Associate Degree Nursing Program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning and the Accreditation Commission for Education in Nursing (ACEN). Graduates of the program are awarded an Associate of Applied Science degree and are eligible to take the National Council Licensing Examination (NCLEX-RN®) for licensure as Registered Nurses.

Information regarding the accreditation status may be directed to ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, telephone (404) 975-5002.

### **Legal Limitations** for Licensure as a Registered Nurse:

Students who fail to conform to the Nursing Department Code of Ethics may be placed on probation, suspended, or dismissed from the program. All applicants should be advised that according to the Mississippi Nursing Practice Law and Administrative Code, an individual's application to write the licensing exam may be refused if the applicant has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972.

According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

Graduates must apply to the Mississippi Board of Nursing for licensure to practice as a Registered Nurse in Mississippi.

### MINIMUM ADMISSION REQUIREMENTS:

Applicants must:

- meet general admission requirements.
- be a high school graduate or have a satisfactory GED score.
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) if entering college for the first time **OR** a minimum ACT score of 16 to 17 (12 to 14 ACT score if earned prior to October 28, 1989) and who have completed at least 12 semester hours with a 2.5 GPA or better on courses that are approved by the ADN program.
- submit a signed, notarized Healthcare Criminal History Background Affidavit.
- take an entrance test at the applicant's own expense.

An LPN is eligible to apply for the Accelerated Track if the LPN:

- has satisfactorily completed all non-nursing science courses up to the sophomore year, and have no more than 9 hours of non-nursing courses to complete.
- has worked as an LPN for one year.
- was a generic student who was unsuccessful in completing NUR 1119, and later became an LPN.

An LPN is ineligible to apply for the Accelerated Track if the LPN was unsuccessful in completing NUR 1119 as a generic student after becoming an LPN.

### PROCEDURE:

Applicants must have the following documents on file in the Health Sciences office by March 1 to be considered for admission to the Accelerated Track Nursing Program:

- MDCC application for admission or readmission
- MDCC application to the Associate Degree Accelerated Track Nursing Program
- An official high school transcript from an approved high school or GED equivalency score, if not previously enrolled in college
- An official college transcript for any college work that has been completed
- ACT score
- Signed, notarized Healthcare Criminal History Background Affidavit
- Entrance test scores
- One academic and one personal reference form

Students are encouraged to submit all parts of the application well in advance of the deadline. **Incomplete applications will not be reviewed for admission.**

### SELECTION:

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes ACT scores, GPA, entrance test scores, health care work experience, performance on core courses, and references submitted in a timely manner. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified of their acceptance or non-acceptance to the program.

Admission is tentative based on:

- completion of Anatomy & Physiology I (BIO 2513/2511) and Anatomy & Physiology II (BIO 2523/2521) with a grade of “C” or better, accomplished within the last 5 years
- completion of Microbiology (BIO 2923/2921) with a grade of “C” or better, accomplished within the last five years.
- completion of Nutrition (FCS 1253) with a grade of “C” or better
- satisfactory completion of all non-nursing science courses up to the sophomore year, and have no more than 9 hours of non-nursing courses to complete.
- current AHA BLS for Healthcare Providers card
- satisfactory background check (see Policy on Admission to Health Science Program)
- health evaluation form completed by a physician or nurse practitioner indicating physical and mental fitness
- proof of current immunizations including, but not limited to Hepatitis-B vaccination, Tdap booster and TB skin test
- acceptable pre-admission drug screen

#### STUDENT RESPONSIBILITIES:

Students who are accepted into the program must:

- attend an ADN orientation session.
- be aware that, in addition to the regular college fees, Associate Degree Nursing students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B vaccination series, national and state licensing examination fees, standardized achievement tests, nursing organization fees, and N-CLEX Review fees.
- be responsible for their own transportation to the college campus and clinical agencies.

#### PROGRESSION:

To be eligible for progression in the nursing program, the student must maintain a grade of "C" in BIO 2513/2511, BIO 2523/2521, BIO 2923/2921, FCS 1253, and in each required nursing course

#### READMISSION and TRANSFER:

Students are not eligible for readmission into the summer accelerated track program. Due to the nature of the summer track, students are not eligible to transfer into the summer accelerated track program.

#### COMPLIANCE STATEMENT:

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Director of Institutional Research and Planning, Stauffer-Wood Administration Building, P. O. Box 668, Moorhead, MS 38761, 662-246-6558.

## LPN Accelerated Track for Associate Degree Nursing

<b>REQUIRED COURSES:</b>	<b>Prev. Taken</b>	<b>SUMMER_</b>	<b>FALL</b>	<b>SPRING ____</b>
*BIO 2513 Anatomy & Physiology I (3 hrs)	BIO 2513			
*BIO 2511 A & P I Lab (1 hr)	BIO 2511			
*BIO 2523 Anatomy & Physiology II (3 hrs)	BIO 2523			
*BIO 2521 A & P II Lab (1 hr)	BIO 2521			
*BIO 2923 Microbiology (3 hrs)	BIO 2923			
*BIO 2921 Microbiology Lab (1 hr)	BIO 2921			
ENG 1113 English Composition I (3 hrs)	ENG 1113			
ENG 1123 English Composition II (3 hrs)	ENG 1123			
FCS 1253 Nutrition (3 hrs)	FCS 1153			
PSY 1513 General Psychology (3 hrs)	PSY 1513			
NUR 1119 Nursing I (9 hrs)		NUR 1119		
NUR 1129 Nursing II (9hrs)		NUR 1129		
NUR 2119 Nursing III (9 hrs)			NUR 2119	
NUR 2211 Nursing Review I (1 hrs)			NUR 2211	
EPY 2533 Human Growth & Development (3 hrs)			EPY 2533	
SPT 1113 Public Speaking I (3 hrs)			SPT 1113	
NUR 2120 Nursing IV (10 hrs)				NUR 2120
NUR 2221 Nursing Review II (1 hr)				NUR 2221
SOC 2113 Intro to Sociology I (3 hrs)				SOC 2113
<b>APPROVED ELECTIVES: (Optional)</b>				
NUR 2313 Nursing Seminar III (3 hrs)			NUR 2313	
NUR 2321 Nursing Seminar IV (1 hr)				NUR 2321
<b>Total Hours: 72</b>	24	18	16	14
<b>Advisor Initials:</b>				
<b>Date:</b>				

\*Required Prerequisites. Must be completed within 5 years of admission to the program.

An Associate in Applied Science degree will be awarded upon completion of not less than seventy-two hours of credit with a minimum cumulative grade point average of 2.00.

Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

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## **DENTAL HYGIENE TECHNOLOGY**

The Dental Hygiene Program provides students with a general education and a comprehensive clinical dental hygiene experience that prepares them for a career in the dental hygiene profession. The program includes clinical experience in treating patients throughout the lifespan with normal oral care and general systemic conditions. All phases of dental hygiene education are covered and practiced by clinical experience.

The Dental Hygiene Program consists of 52 hours of dental hygiene courses and 37 academic hours.

The MDCC Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates of the program are awarded an Associate of Applied Science Degree in Dental Hygiene. They are eligible to write the National Board of Dental Examiners, as well as individual state board examination for dental hygiene licensure.

### **Legal Limitations for Employment as a DH:**

According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

### **MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements.
- be a high school graduate or have a satisfactory GED score.
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) **OR** a minimum ACT score of 16 to 17 (12 to 14 if taken before October 28, 1989) and have completed at least 12 semester hours with a “C” average or better in courses approved by the DH program.
- submit a signed, notarized Healthcare Criminal History Background Affidavit.
- take the entrance test at the applicant’s own expense.
- observe a registered dental hygienist.

### **PROCEDURE:**

Applicants must complete a Dental Hygiene Application Packet. The following documents must be on file in the Dental Hygiene office by March 1 to be considered for admission to the Dental Hygiene Program:

- MDCC application for admission or readmission
- MDCC application to the Dental Hygiene Program
- An official high school transcript from an approved high school or GED equivalency score, if not previously enrolled in college

- An official college transcript for any college work that has been completed
- ACT score
- Signed, notarized Healthcare Criminal History Background Affidavit
- Entrance test scores
- Personal/Work reference form

Students are encouraged to submit all parts of the application well in advance of the deadline. **Incomplete applications will not be reviewed for admission.**

#### SELECTION:

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes ACT scores, GPA, entrance test scores, performance on core courses, and references submitted in a timely manner. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by letter of their acceptance or non-acceptance. The acceptance letter will include specific instructions regarding all requirements that must be completed prior to August admission. These requirements are listed below:

- completion of Anatomy & Physiology I (BIO 2513/2511) and Anatomy & Physiology II (BIO 2523/2521) with a grade of “C” or better during the summer session or regular session prior to admission to the DH program
- satisfactory completion of First Aid CPR (HPR 2211) taught during the summer
- satisfactory background check (see Policy on Admission to Health Science Program)
- health evaluation form completed by a physician or nurse practitioner
- proof of current immunizations including, but not limited to Hepatitis-B vaccination, Tdap booster and TB skin test
- acceptable pre-admission drug screen

#### STUDENT RESPONSIBILITIES:

Students who are accepted into the program must:

- attend a DHT orientation session.
- be aware that, in addition to the regular college fees, Dental Hygiene Technology students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B vaccination series, national and state certification examination fees, accident insurance, and registry review seminars.
- be responsible for their own transportation to the college campus and community agencies.
- female students are encouraged to follow the pregnancy policy.

## **PREGNANCY POLICY**

Female students who become pregnant or suspect pregnancy are encouraged to notify the Program Coordinator or Instructor **immediately!** Notification must be made in writing. A student also has the right to not declare her pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, the student also has the right to undeclare her pregnancy at any time. This is in accordance with Federal and State laws. Confidentiality is assured if necessary.

Students who have declared the pregnancy will receive counseling concerning continuation of studies during pregnancy. Pregnancy is **not** grounds for dismissal, but radiation exposure must be limited during this time. Radiation overdose in the first trimester has been known to cause birth defects and health problems. This is of utmost importance to the health of the unborn child. The radiation dose to the expectant mother (and fetus) must not exceed 0.5 rem during the entire period of gestation.

Below are the recommendations concerning the student's progression in the DHT program:

- Students in the first semester of the first year of the program may withdraw from the program. They may return at a later date as determined by the student and Program Coordinator.
- Students in the second year of the program will be given the option of withdrawing and starting over after the baby is born in the semester in which they withdrew.
- Second year students will be given the option of completing the didactic portion of the program and withdrawing from the clinical courses. Clinical will be resumed as soon as feasible after the baby's birth, but clinical missed must be made up.

Pregnant students who refuse to withdraw from the program must acknowledge in writing having received counseling and assume all risk for possible damage to the unborn fetus.

### **PROGRESSION:**

A Dental Hygiene Technology student must maintain a grade of "C" in all Dental Hygiene Technology courses, Anatomy and Physiology I & II, Microbiology, General Chemistry, and Public Speaking I to progress in the program.

### **READMISSION OR TRANSFER:**

Students seeking readmission to the program or transfer credit from another DHT program are considered on an individual basis according to the health sciences readmission and transfer policies.

### **COMPLIANCE STATEMENT:**

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Director of Institutional Research and Planning, Stauffer-Wood Administration Building, P. O. Box 668, Moorhead, MS 38761, 662-246-6558.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
DENTAL HYGIENE TECHNOLOGY  
Rating Scale for Admission

	Score		Point Scale	Points Earned
<b>ACT score</b>		16-17	½	
		18-19	2	
		20-22	3	
		23-24	4	
		25->	5	
<b>Cumulative Grade Point Average</b> (Transcript)				
<b>DH Pre/Co Req Grade Point Average</b> (Based on 9 hours or more)		3.0 - 3.49	1	
		3.5 or >	2	
<b>DH Pre/Co-Requisite Credit Hours</b> Including in progress courses		10-17	½	
		18-25	1	
		26-37	1 ½	
<b>TEAS Scores</b>				
Composite Score		58.7% or >	1	
Reading		69% or >	1	
Math		66.7% or >	1	
<b>References</b>				
Positive (Academic and Personal)	No	<input type="checkbox"/>	0	
	Yes	<input type="checkbox"/>	1	
			<b>TOTAL SCORE</b>	



## Dental Hygiene Technology

REQUIRED COURSES:	Prev. Taken	FALL ____	SPRING __	SUMMER__	FALL ____	SPRING __
BIO 2513 Anatomy & Physiology I (3 hrs)	BIO 2513					
*BIO 2511 A & P I Lab (1 hr)	BIO 2511	X	X	X	X	X
*BIO 2523 Anatomy & Physiology II (3 hrs)	BIO 2523	X	X	X	X	X
*BIO 2521 A & P II Lab (1 hr)	BIO 2521	X	X	X	X	X
DHT 1115 Fundamentals of DH (5 hrs)		DHT 1115				
DHT 1212 Dental Anatomy (2 hrs)		DHT 1212				
DHT 1314 Dental Radiology (4 hrs)		DHT 1314				
DHT 1911 DH Seminar I (1 hr)		DHT 1911				
DHT 1222 Head & Neck Anatomy (2 hrs)		DHT 1222				
**CHE 1213/1211 or CHE 1313/1311						
CHE 1213 General Chemistry		CHE 1313				
CHE 1211 General Chemistry Lab (4 hrs) OR		CHE 1311				
CHE 1313 Principles of Chemistry (3 hrs)						
CHE 1311 Principles of Chemistry Lab (1 hr)						
DHT 1416 Clinical DH I (6 hrs)			DHT 1416			
DHT 1512 Periodontics (2 hrs)			DHT 1512			
DHT 1921 DH Seminar II (1 hr)			DHT 1921			
DHT 1232 Oral Histology & Embryology (2hrs)			DHT 1232			
DHT 2613 Dental Materials (3 hrs)			DHT 2613			
BIO 2923 Microbiology (3 hrs)			BIO 2923			
BIO 2921 Microbiology Lab (1 hr)			BIO 2921			
SPT 1113 Public Speaking I (3 hrs)				SPT 1113		
PSY 1513 General Psychology (3 hrs)				PSY 1513		
ENG 1113 English Composition I (3 hrs)				ENG 1113		
DHT 2426 Clinical DH II (6 hrs)					DHT 2426	
DHT 2712 Pharmacology (2 hrs)					DHT 2712	
DHT 2233 Gen/Oral Pathology (3 hrs)					DHT 2233	
DHT 2931 DH Seminar III (1 hr)					DHT 2931	
FCS 1253 Nutrition (3 hrs)					FCS 1253	
Fine Arts/Humanities Elective					Elective	
DHT 2436 Clinical DH III (6 hrs)						DHT 2436
DHT 2813 Community Oral Health (3 hrs)						DHT 2813
DHT 2922 Ethics & Law (2 hrs)						DHT 2922
DHT 2941 DH Seminar IV (1 hr)						DHT 2941
CSC 1123 Computer Applications I (3 hrs)						CSC 1123
SOC 2113 Intro to Sociology I (3 hrs)						SOC 2113
<b>APPROVED ELECTIVES:</b>						
ENG 1123 English Composition II (3 hrs)						
<b>Fine Arts:</b>						
ART 1113 Art Appreciation (3 hrs) OR						
MUS 1113 Music Appreciation (3 hrs)						
<b>Humanities:</b>						
HIS History (3 hrs)						
ENG Literature (3 hrs)						
MFL Modern Foreign Language (3 hrs)						
PHI Philosophy (3 hrs)						
<b>Total Hours: 89</b>	<b>8</b>	18	18	9	18	18
<b>Advisor Initials:</b>						
<b>Date:</b>						

\*Required Prerequisites. Must be completed within 5 years of admission to the program.

\*\*May substitute Principles of Chemistry for General Chemistry.

An Associate in Applied Science degree will be awarded upon completion of not less than eighty-nine hours of credit with a minimum cumulative grade point average of 2.00.

Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

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## **EMERGENCY MEDICAL TECHNOLOGY (EMT)**

This semester program (183 hour minimum) course provides classroom and laboratory instruction for entry level Emergency Medical Technicians following the current National DOT curriculum. Emergency Medical Technician-Basic is an instructional program that prepares individuals to function in the pre-hospital environment. The EMT-Basic program provides instruction in basic life support care of sick and injured persons. This includes airway assessment, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease.

A certificate of completion will be awarded to those who satisfactorily complete the EMT curriculum. Upon successful completion of the course, students are eligible to sit for the National Registry for Emergency Medical Technicians Basic Testing.

### **Legal Limitations for Employment as an EMT:**

According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

### **MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements.
- be a high school graduate or have a satisfactory GED score.
- must have a minimum ACT score of 16 on the enhanced ACT (12 if taken before October 28, 1989), may be waived based on experience.
- submit a signed Background Information Signature form.
- submit a signed, notarized Healthcare Criminal History Background Affidavit.

### **PROCEDURE:**

Applicants must have the following documents on file in the Health Sciences office to be considered for admission to the fall class and for the spring class:

- MDCC application for admission or readmission
- MDCC application to the EMT Program (Health Sciences Application packet).
- An official high school transcript from an approved high school or GED equivalency score, if not previously enrolled in college.
- An official college transcript for any college work that has been completed
- Signed, notarized Healthcare Criminal History Background Affidavit.

Students are encouraged to submit all parts of the application well in advance of the deadline.  
**Incomplete applications will not be reviewed for admission.**

#### SELECTION:

No applicant will be considered unless the minimum admission requirements are met. Admissions requirements are evaluated by the use of a rating scale which includes ACT, transcript, and healthcare work experience, submitted in a timely manner. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants are notified by letter of their acceptance or non-acceptance to the program.

Admission is tentative based on:

- satisfactory background check (see Policy on Admission to Health Science Program)
- acceptable pre-admission drug screen
- health evaluation form completed by a physician or nurse practitioner.
- proof of current immunizations including, but not limited to Hepatitis B vaccination, Tdap booster, and TB skin test.

#### STUDENT RESPONSIBILITIES:

Students who are accepted into the program must:

- attend an EMT orientation
- be aware that, in addition to regular college fees, Emergency Medical Technician students will incur expenses for such items as books, physical examination, Hepatitis B vaccination series, background check, liability insurance, accident insurance, and national licensing examination fees
- be responsible for their own transportation to the college campus and clinical agencies

#### PROGRESSION:

- Students must maintain a “C” average (grade of 75) or better in each component of the course of study in order to complete the program.

#### READMISSION OR TRANSFER:

Students seeking readmission to the program are considered on an individual basis according to health sciences readmission policies.

Due to the nature of the semester program, students are not eligible to transfer into the EMT program.

#### COMPLIANCE STATEMENT:

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Director of Institutional Research and Planning, Stauffer-Wood Administration Building, P. O. Box 668, Moorhead, MS 38761, 662-246-6558.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
EMERGENCY MEDICAL TECHNICIAN  
Rating Scale for Admission

	Score		Point Scale	Points Earned
<b>ACT score</b>		14-15	1	
		16-17	2	
		18-19	3	
		20->	4	
<b>Cumulative Grade Point Average</b> (Transcript)				
<b>GPA on courses</b> (Based on 9 hours or more)		2.0-2.49	1	
		2.5-2.99	2	
		3.0 or >	3	
<b>Number of Credit Hours with C or above</b>		3-12 hours	1	
		13-24 hours	2	
		24- > hours	3	
<b>Health Care Background</b>				
Work experience _____	No	<input type="checkbox"/>	0	
Describe _____	Yes	<input type="checkbox"/>	1	
			<b>TOTAL SCORE</b>	

MISSISSIPPI DELTA COMMUNITY COLLEGE  
HEALTH SCIENCE PROGRAMS  
Core Performance Standards

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Emergency Medical Technician completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Core Performance Standards.

In order to successfully complete the health science program, an applicant/student must be able to do the following:

1. **Demonstrate critical thinking sufficient for clinical judgment.**

*Examples*

- identify cause-effect relationships in the clinical setting
- recognize changes in client's condition

2. **Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.**

*Examples*

- respect differences among clients and exhibit an attitude accepting of clients as individuals
- establish rapport in order to communicate effectively with clients, families, significant others, and health team members
- work effectively in small groups as a team member

3. **Demonstrate appropriate verbal and written communication skills.**

*Examples*

- speak English coherently to clients, families, and other staff members
- clearly explain procedures for clients, families, or groups based on age, lifestyle, and cultural considerations
- provide clear, understandable client documentation based upon proper use of the English language
- convey information to other caregivers

4. **Exhibit physical ability sufficient to assist clients to meet health care needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.**

*Examples*

- physical mobility and strength sufficient to propel wheelchairs, etc. through doorways and close fitting areas alone or with assistance
- stand, walk up to 75% of 6 to 12 hour shifts
- stoop, bend, squat, reach overhead as required to reach equipment and provide care

- lift a minimum of 20 pounds of weight
- perform CPR satisfactorily and respond quickly in an emergency situation

5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective care.**

*Examples*

- demonstrate physical dexterity and coordination in delivery of care
- perform procedures requiring the use of 2 hands
- pick up, grasp, and effectively manipulate small objects
- calibrate and use equipment

6. **Display auditory, visual, and tactile ability sufficient to safely assess and care for clients.**

*Examples*

- hear monitors, alarms, emergency signals, and cries for help, telephone, intercom interactions, and public address systems (codes)
- perceive and receive verbal communications from clients, families, and health team members
- read written words and information on paper and computer screens, small print, gauges, measuring cups, and other equipment
- discriminate colors; changes in color, size and continuity of body parts
- discriminate alterations in normal body activities such as breathing patterns and level of consciousness
- observe hazards in environment (water spills, safety rails, restraints) and harmful situations

## EMERGENCY MEDICAL TECHNICIAN

### One Semester Program

REQUIRED COURSES:	Prev. Taken	FALL ____	OR	SPRING __
<b>Emergency Medical Technician</b>				
EMS 1118 (8 hrs)				
<b>Total Hours: 8</b>				
<b>Advisor Initials:</b>				
<b>Date:</b>				

Courses for the respective program must be completed in one semester in order to get credit.

A certificate of completion will be awarded to those who satisfactorily complete the EMT curriculum.

Upon successful completion of the course, students are eligible to sit for the National Registry for Emergency Medical Technicians Basic Testing.

Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

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## **HEALTH CARE (NURSE) ASSISTANT**

The Health Care Assistant Program prepares the individual to assist in providing health care as a member of the health care team under the direction of a health care professional.

Programs are conducted at Greenville Higher Education Center in Greenville, at Golden Age Nursing Home in Greenwood, and Drew Center in Drew.

A certificate of completion will be awarded to those who satisfactorily complete the HCA curriculum. Upon successful completion of the curriculum, students will be awarded the Certificate of Completion for Health Care Assistant. Students who complete the program may qualify for employment as Homemakers, Nurse Assistants, Long-Term Care Aides or Home Health Aides in the Mississippi health care industry.

### **Legal Limitations** for Employment as a Health Care Assistant:

According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

### **MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements.
- be a high school graduate or have a satisfactory GED score.
- complete preadmission Compass test or have an ACT score of 14 or higher.
- submit a signed, notarized Healthcare Criminal History Background Affidavit.

### **PROCEDURE:**

Applicants must have the following documents on file in the Health Sciences office to be considered for admission to the fall class and for the spring class.

- MDCC application for admission or readmission
- MDCC application to the CNA Program (Health Sciences Application packet).
- An official high school transcript from an approved high school or GED equivalency score, if not previously enrolled in college
- An official college transcript for any college work that has been completed
- Signed, notarized Healthcare Criminal History Background Affidavit.

Students are encouraged to submit all parts of the application well in advance of the deadline. **Incomplete applications will not be reviewed for admission.**

### **SELECTION:**



No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes ACT or Compass scores, transcript, and healthcare work experience submitted in a timely manner. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by letter of their acceptance or non-acceptance to the program.

Admission is tentative based on:

- satisfactory background check (see Policy on Admission to Health Science Program)
- acceptable pre-admission drug screen
- health evaluation form completed by a physician or nurse practitioner indicating no restriction for lifting or transfer
- proof of current immunizations including, but not limited to, Hepatitis B vaccination, Tdap booster, and TB skin test.

#### STUDENT RESPONSIBILITIES:

Students who are accepted into the program must:

- attend a health care assistant orientation
- be aware that, in addition to the regular college fees, Health Care Assistant students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, physical examination, Hepatitis B vaccine series, background check, CPR certification, and certification examination fees.

#### PROGRESSION:

- Students must maintain a “C” average (grade of 75) in each component of the course of study in order to complete the program
- A minimum of 368 hours including class and clinical time is required to complete the program

#### READMISSION OR TRANSFER:

Students seeking readmission to the program are considered on an individual basis according to health sciences readmission policies.

Due to the nature of the semester program, students are not eligible to transfer into the health care assistant program.

#### COMPLIANCE STATEMENT:

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Director of Institutional Research and Planning, Stauffer-Wood Administration Building, P. O. Box 668, Moorhead, MS 38761, 662-246-6558.

HEALTH CARE ASSISTANT  
Rating Scale for Admission

	Score		Point Scale	Points Earned
<b>ACT score</b>		14-15	1	
		16-17	2	
		18-19	3	
		20->	4	
<b>Or</b>				
<b>COMPASS scores</b>				
<b>Cumulative Grade Point Average (Transcript)</b>				
<b>GPA on Health Science Courses (Based on 9 hours or more)</b>		2.0-2.49	1	
		2.5-2.99	2	
		3.0 or >	3	
<b>Number of Credit Hours with C or above in Pre-Health Science Courses</b>		3-12 hours	1	
		13-24 hours	2	
		24- > hours	3	
<b>Health Care Background</b>				
Work experience _____ Describe	No <input type="checkbox"/>		0	
	Yes <input type="checkbox"/>		1	
			<b>TOTAL SCORE</b>	

## HEALTH SCIENCE PROGRAMS

### Core Performance Standards

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful health care assistant program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Core Performance Standards.

In order to successfully complete the health care assistant program, an applicant/student must be able to do the following:

1. **Demonstrate critical thinking sufficient for clinical judgment.**

*Examples*

- identify cause-effect relationships in the clinical setting
- recognize changes in client's condition

2. **Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.**

*Examples*

- respect differences among clients and exhibit an attitude accepting of clients as individuals
- establish rapport in order to communicate effectively with clients, families, significant others, and health team members
- work effectively in small groups as a team member

3. **Demonstrate appropriate verbal and written communication skills.**

*Examples*

- speak English coherently to clients, families, and other staff members
- clearly explain procedures for clients, families, or groups based on age, lifestyle, and cultural considerations
- provide clear, understandable client documentation based upon proper use of the English language
- convey information to other caregivers

4. **Exhibit physical ability sufficient to assist clients to meet health care needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.**

*Examples*

- physical mobility and strength sufficient to propel wheelchairs, etc. through doorways and close fitting areas alone or with assistance
- stand, walk up to 75% of 6 to 12 hour shifts

- stoop, bend, squat, reach overhead as required to reach equipment and provide care
- lift a minimum of 20 pounds of weight
- perform CPR satisfactorily and respond quickly in an emergency situation

5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective care.**

*Examples*

- demonstrate physical dexterity and coordination in delivery of care
- perform procedures requiring the use of 2 hands
- pick up, grasp, and effectively manipulate small objects
- calibrate and use equipment

6. **Display auditory, visual, and tactile ability sufficient to safely assess and care for clients.**

*Examples*

- hear monitors, alarms, emergency signals, and cries for help, telephone, intercom interactions, and public address systems (codes)
- perceive and receive verbal communications from clients, families, and health team members
- read written words and information on paper and computer screens, small print, gauges, measuring cups, and other equipment
- discriminate colors; changes in color, size and continuity of body parts
- discriminate alterations in normal body activities such as breathing patterns and level of consciousness
- observe hazards in environment (water spills, safety rails, restraints) and harmful situations

## HEALTH CARE (NURSE) ASSISTANT

### One Semester Program

REQUIRED COURSES:	Prev. Taken	FALL ____	OR	SPRING __
<b>Health Care (Nurse) Assistant</b>				
HCA 1115 Basic Health Care Assisting				
HCA 1125 Special Care Procedures				
HCA 1214 Body Structure and Function				
HCA 1312 Home Health Aide and Homemaker Services				
<b>Total Hours: 16</b>				
<b>Advisor Initials:</b>				
<b>Date:</b>				

Courses for the respective program must be completed in one semester in order to get credit.

A certificate of completion will be awarded to those who satisfactorily complete the HCA curriculum.

Upon successful completion of the curriculum, students are eligible to take the national certification test.

Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

## **MEDICAL LABORATORY TECHNOLOGY/ CLINICAL LABORATORY TECHNICIAN**

The Medical Laboratory Technology curriculum is a two-year Associate of Applied Science degree program of study that prepares individuals to work in a medical laboratory. This program is designed to meet the standards and requirements for careers in clinical laboratory science. At career entry, the medical laboratory technician/clinical laboratory technician will be able to perform routine clinical laboratory tests (such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and or emerging diagnostics) as the primary analyst making specimen-oriented decisions on predetermined criteria. Upon successful completion of the technical program, the student will be eligible to take a national certification examination.

The Medical Laboratory program consists of a two academic years and two summers. Courses in biological, chemical, and social sciences, mathematics, humanities, and fine arts provide foundation and support for the technical courses. The MLT courses combine theory and clinical learning experiences in a related sequence. The practicum is a twenty-eight week comprehensive learning experience in an affiliated hospital during which the student builds technical skills under direct supervision of the clinical instructor. It comprises the fourth semester and a summer session.

Affiliated hospitals are Grenada Lake Medical Center in Grenada, Delta Regional Medical Center in Greenville, Greenwood Leflore Hospital in Greenwood, and Northwest Mississippi Regional Medical Center in Clarksdale. Clinical assignments are at the discretion of the college.

The MDCC Medical Laboratory Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). Graduates of the program are awarded an Associate of Applied Science Degree and are eligible to write the national certification exam.

### **Legal Limitations** for Employment as a MLT:

According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

### **MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements.
- be a high school graduate or have a satisfactory GED score.
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) if entering college for the first time **OR** a minimum ACT score of 16 to 17 (12 to 14 if taken before October 28, 1989) and have completed at least 12

semester hours with a “C” average or better on courses approved by the MLT program.

- submit a signed, notarized Healthcare Criminal History Background Affidavit.
- take the entrance test at the applicant’s own expense.

#### PROCEDURE:

Applicants must have the following documents on file in the Health Sciences office by April 1 to be considered for admission to the Medical Laboratory Program:

- MDCC application for admission or readmission
- MDCC application to the Medical Laboratory Program
- An official high school transcript from an approved high school or GED equivalency score, if not previously enrolled in college.
- An official college transcript, for any college work that has been completed
- ACT score
- Signed, notarized Healthcare Criminal History Background Affidavit
- Entrance test scores
- Personal/Work reference form

Students are encouraged to submit all parts of the application well in advance of the deadline. **Incomplete applications will not be reviewed for admission.**

#### SELECTION:

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes ACT scores, GPA, entrance test scores, health care work experience, performance on core courses, and references submitted in a timely manner. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by letter of their acceptance or non-acceptance to the program. The acceptance letter will include specific instructions regarding all requirements that must be completed prior to August admission. These requirements are listed below:

- completion of Anatomy & Physiology I (BIO 2513/2511) and Anatomy & Physiology II (BIO 2523/2521) with a grade of “C” or better during the summer session or regular session prior to admission to the MLT program
- satisfactory completion of First Aid CPR (HPR 2211) taught during the summer
- satisfactory background check (see Policy on Admission to Health Science Program)
- health evaluation form completed by a physician or nurse practitioner
- proof of current immunizations including, but not limited to Hepatitis-B vaccination, Tdap booster, and TB skin test
- acceptable pre-admission drug screen

#### STUDENT RESPONSIBILITIES:

Students who are accepted into the program must:

- attend a Health Sciences orientation session.

- be aware that, in addition to the regular college fees, Medical Laboratory Technology students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B vaccination series, national and state certification examination fees, graduation fees, and registry review seminars.
- be responsible for their own transportation to the college campus and clinical agencies.

#### PROGRESSION:

A Medical Laboratory Technology student must maintain a grade of “C” in all MLT, mathematics, and science courses to progress in the program.

#### READMISSION OR TRANSFER:

Students seeking readmission to the program or transfer credit from another MLT program are considered on an individual basis according to the health sciences readmission and transfer policies.

#### ADVANCE PLACEMENT

College policies concerning advanced placement in the academic division are stated in the College Catalog. Students who successfully complete the MDCC Phlebotomy program (PBT 1113 and PBT 1122) and have been selected into the Medical Laboratory program may waive enrollment in MLT 1112 Fundamentals of Medical Laboratory / Phlebotomy.

Students applying for the MLT program who have earned credits by transfer, exam, or evaluation which are equivalent to the entire first year of the program would be placed into the second year courses on a space-available basis.

#### CERTIFICATION AND LICENSURE

Upon completion of the program in July, students are eligible to sit for a national certification examination. Most students choose certification through the American Society of Clinical Pathology Board of Registry (ASCP) or American Medical Technologist (AMT). Mississippi does not require a state license, though a number of states do. In most states requiring a license, national certification exams are accepted as proof competency and no other testing is required. Completion of the MLT Program is not contingent upon passage of any external certification examination.

Accredited by:

National Accrediting Agency of Clinical Laboratory Science  
5600 N River Road, Suite 720  
Rosemont, IL 60018  
(773) 714-8880

#### COMPLIANCE STATEMENT:

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Director of Institutional Research and Planning, Stauffer-Wood Administration Building, P. O. Box 668, Moorhead, MS 38761, 662-246-6558.



MISSISSIPPI DELTA COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNOLOGY  
Rating Scale for Admission

	Score		Point Scale	Points Earned
<b>ACT score</b>		16-17	½	
		18-19	2	
		20-22	3	
		23-24	4	
		25->	5	
<b>Cumulative Grade Point Average</b> (Transcript)				
<b>MLT Pre/Co Req Grade Point Average</b>		3.0 - 3.4	1	
		3.5 or >	2	
<b>MLT Pre/Co-Requisite Credit Hours</b> Including in progress courses		10-17	½	
		18-25	1	
		26-35	1 ½	
<b>TEAS Scores</b>				
Composite Score		58.7% or >	1	
Reading		69% or >	1	
Math		66.7% or >	1	
<b>HIGH SCHOOL</b> (scores used only for entering freshman, no college credit, graduation within 5 years)				
Advanced science		90- >	1	
Advanced math		90- >	1	
<b>Health Care Background</b>				
Work experience (other than PBT)	Describe		1/2	
Graduate EMT/CNA/ LPN or other HS program	Describe		1	
Work or graduate as PBT	Describe		2	
<b>References</b>				
Positive	No <input type="checkbox"/>		0	
	Yes <input type="checkbox"/>		1	
			<b>TOTAL SCORE</b>	
<b>A&amp;P I and II must be taken and passed with a grade of 'C' or better, prior to admission into the MLT Program.</b>				

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**MEDICAL LABORATORY TECHNOLOGY**  
**Standard Functions for Progression**

The following standard functions provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Medical Laboratory Technology program completion. Applicants and students who cannot meet one or more of the requirements will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans With Disabilities Act (ADA) as well as the Standard Functions for Progression.

In order to successfully complete the Medical Laboratory Technology, an applicant/student must be able to do the following:

**Standard Observation Function**

**The MLT student must be able to:**

- Observe laboratory demonstrations in which biologicals are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products. Employ a clinical grade binocular microscope to discriminate among the structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

**Standard Movement Function**

**The MLT student must be able to:**

- Move freely and safely about a laboratory.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Travel to numerous clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting, over several hours.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- Control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard to operate laboratory instruments and to calculate, record evaluate, and transmit laboratory information.

**Standard Communication Function**

**The MLT student must be able to:**

- Read and comprehend technical and professional materials
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures
- Clearly instruct patients prior to specimen collection.
- Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.

- Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format
- Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

### **Standard Intellectual Function**

#### **The MLT student must be able to:**

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
- To exercise sufficient judgment to recognize and correct performance.

### **Standard Behavioral Function**

#### **The MLT student must:**

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks with realistic constraints.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty and a distracting environment.
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Adapt to working with unpleasant biologicals.
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care.
- Be honest, compassionate, ethical and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve. The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

## Medical Laboratory Technology/Clinical Laboratory Technician

REQUIRED COURSES:	Prev. Taken	FALL __	SPRING __	FALL	SPRING	SUMMER
*BIO 2513/2511 Anatomy & Physiology I (4 hrs)	Summer prior to entrance					
* BIO 2523/2521 Anatomy & Physiology II (4 hrs)	Summer prior to entrance					
CHE 1313/1311 Prin. of Chemistry I & Lab (4hrs) <b>OR</b> CHE 1213/1211 General Chem I & Lab (4hrs)		CHE 1313/1311 <b>OR</b> CHE 1213/1211				
ENG 1113 Comp I (3 hrs)		ENG 1113				
MAT 1313 College Algebra (3 hrs)		MAT 1313				
MLT 1112 Fundamentals of MLT (2 hrs) <b>OR</b> PBT 1113 Phlebotomy & PBT 1122 Phlebotomy Clinical (5 hrs)		MLT 1112				
Humanities Elective 3 hrs		Elective				
Social/Behavioral Science 3 hrs		Elective				
BIO 2923/2921 Microbiology & Lab(4hr)			BIO 2923/2921			
MLT 1212 Urinalysis (2 hrs)			MLT 1212			
MLT 1313 Hematology I (3 hrs)			MLT 1313			
MLT 1413 Immunology/Serology (3 hrs)			MLT 1413			
MLT 2512 Parasitology (2 hrs)			MLT 2521			
SPT 1113 Public Speaking I (3 hrs)			SPT 1113			
MLT 1324 Hematology II (4 hrs)				MLT 1324		
MLT 1515 Clinical Chemistry (5 hrs)				MLT 1515		
MLT 2424 Immunohematology (4 hrs)				MLT 2424		
MLT 2614 Path. Microbiology (4 hrs)				MLT 2614		
MLT 2916 Clinical Practicum I (6 hrs)					MLT 2916	
MLT 2926 Clinical Practicum II (6 hrs)					MLT 2926	
MLT 2936 Clinical Practicum III (6 hrs)						MLT 2936
MLT 2723 Certification Fundamentals of MLT (3hrs)						MLT 2723
<b>APPROVED ELECTIVES:</b>						
ENG 1123 English Comp II (3 hrs)						
CSC 1123 Computer Apps (3 hrs)						
<b>Fine Arts:</b>						
Art or Music Appreciation(3hr)						
<b>Humanities</b>						
ENG World or English Lit(3hr)						
MFL Spanish or French(3hr)						
MAT Calculus/Trig/Stats(3hr)						
HIS World Civ I/II(3hr)						
SOC 2113 Intro to Sociology I or other Behavioral Science (3 hrs)						
PSY 1513 Gen Psychology (3 hrs)						
CHE 1323/1311 Prin of Chemistry II & Lab <b>OR</b> CHE1223/1221 General Chem II & Lab(4hr)						
<b>HPR ELECTIVES:</b>						
HPR 2211 First Aid/CPR (3 hrs)	Summer prior to entrance					
<b>Total Hours: 81</b>	<b>8</b>	<b>18</b>	<b>17</b>	<b>17</b>	<b>12</b>	<b>9</b>
<b>Advisor Initials:</b>						
<b>Date:</b>						

\*Required Prerequisites

An Associate in Applied Science degree will be awarded upon completion of not less than eighty-one hours of credit with a minimum cumulative grade point average of 2.00. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

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## **PHLEBOTOMY TECHNICIAN**

The Phlebotomy Program is designed to train individuals to collect blood for laboratory analysis necessary for the diagnosis and care of the patient. This one-semester program trains the phlebotomist to perform venipuncture, capillary puncture, and CPR.

This evening course is ideal for health professionals seeking to expand their current skills, for currently employed phlebotomists seeking certification, or for those interested in a profession in laboratory medicine. Other topics covered include medical terminology, laboratory safety, basic anatomy and physiology, quality assurance methods, and medicolegal issues of phlebotomy.

The clinical practicum, consisting of 120 hours of supervised clinical experience, is provided at regional medical affiliates, allowing participants to achieve proficiency in the health-care setting. Students must complete a minimum number of successful unaided collections before course completion. The practicum is not required for students who have been employed as phlebotomists for at least six months within the past five years, as documented by letter from their employer.

Affiliated health care organizations are Delta Regional Medical Center in Greenville, Greenville Clinic in Greenville, Greenwood Leflore Hospital in Greenwood, Grenada Lake Medical Center in Grenada and Northwest Mississippi Regional Medical Center in Clarksdale. Clinical assignments are at the discretion of the college.

A certificate of completion will be awarded to those who satisfactorily complete the phlebotomy curriculum. Upon completion, students take a national examination to become a Certified Phlebotomy Technician.

### **Legal Limitations** for Employment as a phlebotomist:

According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

### **MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements for technical students.
- be a high school graduate or have a satisfactory GED score.
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) if entering college for the first time **OR** a minimum ACT score of 16 to 17 (12 to 14 if taken before October 28, 1989) and have completed at least 12 semester hours with a “C” average or better on courses approved by the Phlebotomy program faculty

- submit a signed, notarized Healthcare Criminal History Background Affidavit.
- have completed a biology course within the past 5 years, either in high school or college with a grade of “C” or better. This requirement may be waived for applicants who have been employed in a healthcare capacity providing patient care for at least 6 months within the past 5 years. A letter from the employer is required for this requirement to be waived.

#### PROCEDURE:

Applicants must have the following documents on file in the Health Sciences office to be considered for admission to the fall class and for the spring class.

- MDCC application for admission or readmission
- MDCC application to the Phlebotomy Program (Health Sciences Application packet).
- An official high school transcript from an approved high school or GED equivalency score, if not previously enrolled in college
- An official college transcript for any college work that has been completed
- ACT score
- Signed, notarized Healthcare Criminal History Background Affidavit

Students are encouraged to submit all parts of the application well in advance of the deadline. **Incomplete applications will not be reviewed for admission.**

#### SELECTION:

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes ACT scores, transcript, healthcare work experience, and reference submitted in a timely manner. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by letter of their acceptance or non-acceptance to the program.

Admission is tentative based on:

- satisfactory completion of First Aid CPR (HPR 2211) taught during the phlebotomy program
- satisfactory background check (see Policy on Admission to Health Science Program)
- health evaluation form completed by a physician or nurse practitioner
- proof of current immunizations including, but not limited to Hepatitis-B vaccination, Tdap booster, and TB skin test
- acceptable pre-admission drug screen

#### STUDENT RESPONSIBILITIES:

Students who are accepted into the program must:

- attend a Health Science orientation session
- be aware that, in addition to the regular college fees, Phlebotomy Technician students will incur expenses for such items as scrubs, books, supplies, liability insurance, accident insurance, physical examination, Hepatitis B vaccination series, background check, accident insurance, and CPR certification and national certification examination fees.
- be responsible for their own transportation to the college campus and clinical agencies.

PROGRESSION:

Students are required to maintain a “C” average (grade of 75) or better in both academic and clinical aspects of the program to obtain course credit and receive a certificate of completion.

READMISSION OR TRANSFER:

Students seeking readmission to the program are considered on an individual basis according to health sciences readmission policies.

Due to the nature of the semester program, students are not eligible to transfer into the phlebotomy program.

COMPLIANCE STATEMENT:

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Director of Institutional Research and Planning, Stauffer-Wood Administration Building, P. O. Box 668, Moorhead, MS 38761, 662-246-6558.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
PHLEBOTOMY  
Rating Scale for Admission

	Score		Point Scale	Points Earned
<b>ACT score</b>		16-17	1	
		18-19	2	
		20-22	3	
		23-24	4	
		25->	5	
<b>Cumulative Grade Point Average</b> (Transcript)				
<b>PBT Pre Health Science</b> <b>Grade Point Average</b> (Based on 9 hours or more)		3.0 - 3.49	1	
		3.5 or >	2	
<b>PBT Pre Health Science Credit Hours</b> Including in progress courses		10-17	½	
		18-25	1	
		26-35	1 ½	
<b>HIGH SCHOOL</b> (scores used only for entering freshman, no college credit, graduation within 5 years)				
	Date			
Bio I/II		90- >	1	
Science		90- >	1	
Math		90- >	1	
Allied Health		90- >	1	
<b>Health Care Background</b>				
Work experience (other than PBT)	Describe		1/2	
Graduate EMT/CNA/ LPN or other HS program	Describe		1	
Work as PBT	Describe		2	
<b>Reference</b>				
Positive	No <input type="checkbox"/>		0	
	Yes <input type="checkbox"/>		1	
			<b>TOTAL SCORE</b>	
<b>Biology Course must be taken within the last 5 years with a grade of 'C' or better for admission into the PBT Program (can be High School course)</b>				



**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**PHLEBOTOMY TECHNICIAN**  
Standard Functions for Progression

The following essential requirements provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Phlebotomy program completion. Applicants and students who cannot meet one or more of the requirements will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans With Disabilities Act (ADA) as well as the Standard Functions for Progression.

In order to successfully complete the Phlebotomy, an applicant/student must be able to do the following:

Essential Observation Requirements

In order to perform phlebotomy duties, the individual must be able to meet the following requirements:

- **Vision** – The Phlebotomy Technician student must be able to read test order requisitions, discriminate colors, and record information.
- **Speech and Hearing** – The Phlebotomy Technician student must be able to communicate effectively and sensitively in order to elicit information. The student must be able to assess non-verbal communication and must be able to transmit the information to all members of the health care team.
- **Fine Motor Functions** - The Phlebotomy Technician student must manifest all the skills necessary to manipulate instruments and equipment. The student must be able to perform phlebotomy safely and accurately.
- **Psychological Stability** – The Phlebotomy Technician student must demonstrate the emotional health required for full utilization of the applicant's intellectual abilities. The student must be able to recognize emergency situations and be able to take the appropriate action.

## PHLEBOTOMY

### One Semester Program

REQUIRED COURSES:	Prev. Taken	FALL ____	OR	SPRING __
<b>Phlebotomy Technician Program</b>				
*High school or college biology course	Bio course			
PBT 1113 Phlebotomy (3 hrs)				
PBT 1122 Clinical Practice (2 hrs)				
Electives Optional				
<b>Total Hours: 5</b>				
<b>Advisor Initials:</b>				
<b>Date:</b>				

Courses for the respective program must be completed in one semester in order to get credit.

A certificate of completion will be awarded to those who satisfactorily complete the phlebotomy curriculum.

Upon successful completion of the curriculum, students are eligible to take a national examination to become a Certified Phlebotomy Technician.

Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

Rev. 09-10

## **PRACTICAL NURSING**

The Licensed Practical Nurse provides specific services to persons in a variety of settings under the direct supervision of a licensed physician, dentist, or registered nurse as determined by the Mississippi Nursing Practice Law (Nurse Practice Act).

The mission of the Practical Nursing Program is to prepare graduates with the knowledge and skills needed to meet the health care needs of persons in a variety of settings who work cooperatively and safely as a member of the health care team. Clinical experience is designed to provide practice in structured settings that focus on basic therapeutic care, rehabilitation of the ill and injured, and prevention of illness and injury. Licensed Practical Nurses are educated to be responsible members of the health care team by performing basic therapeutic, rehabilitative, and preventive care.

The Practical Nursing Program consists of a three-semester certificate program.

Affiliating hospitals are Greenwood Leflore Hospital in Greenwood, Bolivar Medical Center in Cleveland, Delta Regional Medical Center in Greenville, Mississippi State Hospital at Whitfield, South Sunflower County Hospital in Indianola, and North Sunflower Medical Center in Ruleville. Other area nursing homes and clinical agencies are also utilized.

The MDCC Practical Nursing Program is accredited by the State of Mississippi Department of Education through the Mississippi Community College Board and the Accreditation Commission for Education in Nursing (ACEN). Graduates of the program are awarded a certificate and are eligible to apply to the Mississippi Board of Nursing to write the National Council Licensure Examination for Practical Nurses (NCLEX-PN®).

Information regarding the accreditation status may be directed to ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, telephone (404) 975-5002.

### **Legal Limitations** for Licensure as a Practical Nurse:

Students who fail to conform to the Nursing Department Code of Ethics may be placed on probation, suspended, or dismissed from the program. All applicants should be advised that according to the Mississippi Nursing Practice Laws and Administrative Code an individual's application to write the licensing exam may be refused if the applicant has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972.

According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

Graduates must apply to the Mississippi Board of Nursing for licensure to practice as a Licensed Practical Nurse in Mississippi.

### MINIMUM ADMISSION REQUIREMENTS:

Applicants must:

- meet general admission requirements.
- be a high school graduate or have a satisfactory GED score.
- have a minimum ACT score of 16 (12 if taken before October 28, 1989)
- submit a signed, notarized Healthcare Criminal History Background Affidavit.
- take the entrance test at the applicant's own expense.

### PROCEDURE:

Applicants must have the following documents on file in the Health Sciences office by April 1 to be considered for admission to the Practical Nursing Program:

- MDCC application for admission or readmission
- MDCC application to the Practical Nursing Program (Health Science Packet)
- An official high school transcript from an approved high school or GED equivalency score, if not previously enrolled in college
- An official college transcript for any college work that has been completed
- ACT score
- Signed, notarized Healthcare Criminal History Background Affidavit
- Entrance test scores
- One academic and one personal reference form

Students are encouraged to submit all parts of the application well in advance of the deadline. **Incomplete applications will not be reviewed for admission.**

### SELECTION:

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes ACT scores, GPA, entrance test scores, health care work experience, performance on core courses, and references submitted in a timely manner. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by letter of their acceptance or non-acceptance to the program. The acceptance letter will include specific instructions regarding all requirements that must be completed prior to August admission. These requirements are listed below:

- completion of Anatomy & Physiology I (BIO 2513/2511) and Anatomy & Physiology II (BIO 2523/2521) with a grade of "C" or better within the last 5 years to be exempt from Body Structure and Function (PNV 1213)
- satisfactory completion of First Aid CPR (HPR 2211) taught during the summer
- satisfactory completion of MATH 1102 during the summer based on entrance test score.
- satisfactory background check (see Policy on Admission to Health Science Program) or nurse practitioner
- proof of current immunizations including, but not limited to Hepatitis-B vaccination, Tdap booster, and TB skin test
- acceptable pre-admission drug screen

### STUDENT RESPONSIBILITIES:

Students who are accepted into the program must:

- attend a Health Science orientation session.
- be aware that, in addition to the regular college fees, Practical Nursing students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B vaccination series, national and state certification examination fees, accident insurance, and review seminars.
- be responsible for their own transportation to the college campus and clinical agencies.

### PROGRESSION:

Practical Nursing students must complete all courses with a final grade of 80 or better to progress to the next semester.

### READMISSION:

Students seeking readmission to the program or transfer credit from another PN program are considered on an individual basis according to health sciences readmission or transfer policies.

Students who are readmitted and who have been out of the program for more than 15 months are not eligible to challenge courses previously taken and must repeat all coursework for completion of the Practical Nursing Program.

### COMPLIANCE STATEMENT:

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Director of Institutional Research and Planning, Stauffer-Wood Administration Building, P. O. Box 668, Moorhead, MS 38761, 662-246-6558.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
PRACTICAL NURSING  
Rating Scale for Admission

	Score		Point Scale	Points Earned
<b>ACT score</b>		16-17	1	
		18-19	2	
		20-22	3	
		23-24	4	
		25->	5	
<b>Cumulative Grade Point Average</b> (Transcript)				
<b>Pre-HS Pre/Co Req Grade Point Average</b> (Based on 9 hours or more)		3.0 - 3.49	1	
		3.5 or >	2	
<b>Pre-HS Pre/Co-Requisite Credit Hours</b> Including in progress courses		10-17	½	
		18-25	1	
		26-34	1 ½	
<b>TEAS Scores</b>				
Individual Total Score		58.7.% or >	1	
Reading		69% or >	1	
Math		67% or >	1	
<b>Health Care Background</b>				
Work experience as a CNA/EMT/PBT Describe	No	<input type="checkbox"/>	0	
	Yes	<input type="checkbox"/>	1	
Work experience in healthcare other than a CNA/EMT/PBT Describe	No	<input type="checkbox"/>	0	
	Yes	<input type="checkbox"/>	½	
<b>References</b>				
Positive (Academic and Personal)	No	<input type="checkbox"/>	0	
	Yes	<input type="checkbox"/>	1	
			<b>TOTAL SCORE</b>	

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCES  
PRACTICAL NURSING PROGRAM**

**Core Performance Standards**

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful practical nursing program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Core Performance Standards.

In order to successfully complete the practical nursing program, an applicant/student must be able to do the following:

**1. Demonstrate Critical Thinking Sufficient For Clinical Judgment**

*Examples*

- prioritize information and identify cause-effect relationships in the clinical setting
- analyze assessment findings and use findings to plan and implement care
- evaluate plan of care and make revisions as appropriate
- make decisions using logic, creativity and reasoning to make sound clinical judgments based on standards of nursing care
- demonstrate arithmetic ability to correctly compute dosages, tell time, and use measuring tools

**2. Display Interpersonal Skills Sufficient To Interact With Individuals, Families, And Groups In A Variety Of Settings In The Community.**

*Examples*

- respect differences among clients and exhibit an attitude accepting of clients as individuals
- establish rapport in order to communicate effectively with clients, families, significant others, and health team members
- work effectively in small groups as a team member and a team leader
- recognize crises and institute appropriate interventions to help resolve adverse situations

**3. Demonstrate Appropriate Verbal And Written Communication Skills.**

*Examples*

- speak English coherently to clients, families, and other staff members
- clearly explain treatment procedures and initiate health teaching for clients, families, or groups based on assessed needs, available resources, age, lifestyle, and cultural considerations
- provide clear, understandable written client documentation based upon proper use of the English language
- convey critical information to other caregivers through graphic, print, and/or electronic media in an accurate, timely, and comprehensible manner

**4. Exhibit Physical Ability Sufficient To Assist Clients To Meet Health Care Needs In A Variety Of Settings, Including Moving From Room-To-Room, To Maneuver In Small Spaces, And To Negotiate Stairwells When Necessary.**

*Examples*

- physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close fitting areas alone or with assistance
- stand, walk up to 75% of 6 to 12 hour shifts
- stoop, bend, squat, reach overhead as required to reach equipment and provide nursing care
- lift a minimum of 20 pounds of weight
- transfer/position up to 300 pounds with assistance while lifting, positioning, and transferring clients
- provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
- perform CPR satisfactorily and respond quickly in an emergency situation

**5. Demonstrate Gross And Fine Motor Abilities Sufficient To Provide Safe And Effective Nursing Care.**

***Examples***

- demonstrate physical dexterity and coordination in delivery of care, treatment, and medications
- hold skin taut with one hand while inserting needle in skin or vein with other hand and perform other procedures requiring the use of 2 hands
- pick up, grasp, and effectively manipulate small objects such as dials, syringes, switches
- calibrate and use equipment
- maintain sterile technique when performing sterile procedures

**6. Display Auditory, Visual, And Tactile Ability Sufficient To Safely Assess And Care For Clients.**

***Examples***

- hear monitors, alarms, emergency signals, lung/heart sounds, bowel sounds, and cries for help, telephone, intercom interactions, and public address systems (codes)
- perceive and receive verbal communications from clients, families, and health team members
- read written words and information on paper and computer screens, small print, gauges, measuring cups, syringes, and other equipment
- discriminate colors; changes in color, size and continuity of body parts
- discriminate alterations in normal body activities such as breathing patterns and level of consciousness
- observe hazards in environment (water spills, safety rails, restraints) and harmful situations
- perform physical assessment: palpate pulses, feel for heat or cold, tap body surfaces

**7. Accountability and Responsibility**

***Examples***

- able to distinguish right from wrong, legal from illegal and act accordingly
- accept responsibility for own actions
- consider the needs of patients in deference to one's own needs
- able to comprehend ethical standards and agree to abide by them



## Practical Nursing

<b>REQUIRED COURSES:</b>	<b>Prev. Taken</b>	<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>
HPR 2211 First Aid/CPR (1 hr)	HPR 2211			
*PNV 1213 Body Structure & Function (3 hrs)		PNV 1213		
PNV 1443 Nursing Fundamentals and Clinical (13 hrs)		PNV 1443		
PNV 1682 Adult Health Nursing Concepts and Clinical (12 hrs)			PNV 1682	
PNV 1524 IV Therapy & Pharmacology (4hrs)			PNV 1524	
PNV 1728 Specialty Areas in Nursing (8 hrs)				PNV 1728
PNV 1914 Nursing Transition (4 hrs)				PNV 1914
<b>APPROVED ELECTIVES: (Optional)</b>				
*BIO 2513 Anatomy & Physiology I (3 hrs)				
*BIO 2511 A & P I Lab (1 hr)				
*BIO 2523 Anatomy & Physiology II (3 hrs)				
*BIO 2521 A & P II Lab (1 hr)				
BIO 2923 Microbiology (3 hrs)				
BIO 2921 Microbiology Lab (1 hr)				
FCS 1253 Nutrition (3 hrs)				
PSY 1513 General Psychology (3 hrs)				
EPY 2533 Human Growth & Develop (3 hrs)				
SPT 1113 Public Speaking I (3 hrs)				
SOC 2113 Intro to Sociology (3 hrs)				
ENG 1113 English Composition I (3 hrs)				
ENG 1123 English Composition II (3 hrs)				
CSC 1123 Computer Applications I (3 hrs)				
MAT 1313 College Algebra (3 hrs)				
TAH 1113 Medical Terms in Allied Health (3 hrs)				
NUR 1321 Pre-nursing Seminar II(1 hrs)				
<b>Total Hours: 44</b>	1	16	16	12
<b>Advisor Initials:</b>				
<b>Date:</b>				

\*Body Structure & Function is for those students who have not completed BIO 2513/2511 and BIO 2523/2521 with a “C” or better within the last 5 years prior to admission into the program.

Students should consult the catalog of the university to which they plan to transfer to specific degree requirements. Students that complete the program requirements, 3 semesters as identified by the MS Dept. of Education will be eligible to apply for LPN licensure. A certificate of completion is issued by MDCC.

## **PRE-HEALTH SCIENCE**

The Pre-Health Science curriculum is recommended for students seeking admission to a Health Science Program who have not attended college. To be classified as Pre-Health Science, a student should have a composite ACT score of 16 (12 if earned prior to 10/28/89) or higher. It is also recommended for students who have a 16 or 17 on the ACT, who have been out of school for more than 3 years, or who feel the need to strengthen their academic background before applying to the program.

Students who pursue the Pre-Health Science curriculum should be aware that:

- taking the pre-health science curriculum does not guarantee admission into a Health Science Program. (See the Policy on Admission to Health Science Programs).
- following the pre-health science curriculum leads to an Associate of Arts degree in general education ONLY if the CORE REQUIREMENTS in addition to requirements for graduation are met.
- respective health science programs require specific courses for program completion.

# Pre-Health Science Checklist Option for Associate of Arts Degree

<b>CORE REQUIREMENTS: For Associate of Arts Degree</b>	<b>Prev. Taken</b>	<b>SUMMER 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>
Composition (ENG 1113 & ENG 1123)–6 hrs						
Mathematics (MAT 1313 or higher)–3 hrs						
Laboratory Science (2 lec, 2 labs)–8 hrs						
Humanities (HIS – 3 hrs; LIT – 3 hrs)–6 hrs						
Social/Behavioral Sciences (PSY 1513 & SOC 2113)–6 hrs						
Computer Apps (CSC 1123 or higher)–3 hrs						
Public Speaking I(SPT 1113)–3 hrs						
Fine Arts (ART 1113 – Art Appreciation or MUS 1113 – Music Appreciation)–3 hrs						
<b>TOTAL 38 hrs</b>						
<b>CORE REQUIREMENTS FOR HS:</b> These may be used for AA Core requirements						
BIO 2513 Anatomy & Physiology I - 3 hrs						
BIO 2511 A & P I Lab - 1 hr						
BIO 2523 Anatomy & Physiology I - 3 hrs						
BIO 2521 A & P II Lab - 1 hr						
<b>*APPROVED ELECTIVES: 24 hrs</b>						
BIO 1113 Principles of Biology I - 3 hrs						
BIO 1123 Principles of Biology II - 3 hrs						
BIO 2923 Microbiology - 3 hrs						
BIO 2921 Microbiology Lab - 1 hr						
CHE 1313 Principles of Chemistry - 3 hrs						
CHE 1311 Principles of Chemistry Lab - 1 hr						
EPY 2533 Human Growth & Development - 3 hrs						
FCS 1253 Nutrition - 3 hrs						
Approved Electives under the General Education Checklist are accepted for AA degree						
TAH 1113 Medical Terms in Allied Health (3hrs)						
<b>ADN Recommended:</b>						
**NUR 1321 Pre nursing Seminar II- 1 hr						
<b>Radiologic Technology Required:</b>						
RGT 1213 Fund of Radiology - 3 hrs						
Total Hours: <u>62</u>						
Advisor Initials: _____						
Date: _____						

An Associate of Arts degree in general education degree will be awarded upon completion of not less than sixty-two hours of credit with a **minimum cumulative grade point average of 2.00**. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. Student should consult the catalog of the university to which they plan to transfer for specific degree requirements.

Following the pre-health science curriculum does NOT guarantee admission into a Health Science Program.

Following the pre-health science curriculum leads to an Associate of Arts degree in general education ONLY if the CORE REQUIREMENTS in addition to requirements for graduation are met.

**\*Students should refer to the specific Health Science Program checklist for courses required for the Associate of Applied Science for each HS program.**

**\*\*These courses are only offered in the spring semester.**

Rev. 05-13

## **RADIOLOGIC TECHNOLOGY**

The Radiologic Technology Program provides a general education and clinical training program that prepares students for a career in radiography. The technical program combines theory through traditional classroom instruction and laboratory experiences on campus, and clinical experiences in affiliating hospitals to provide opportunities for students to develop skills needed to enter the Radiology profession.

The Radiologic Technology Program commences in August of each year and runs for 22 consecutive months with a projected graduation date in May. Students receive traditional classroom instruction and laboratory experience on campus during the program. Clinical experience with actual patient contact is provided by rotation through the affiliated hospitals during this period.

Affiliated hospitals are Delta Regional Medical Center in Greenville, Greenwood Leflore Hospital in Greenwood, Bolivar Medical Center in Cleveland, Northwest Mississippi Regional Medical Center in Clarksdale, South Sunflower County Hospital in Indianola, and Grenada Lake Medical Center in Grenada. Clinical assignments are at the discretion of the college.

The MDCC Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology. Graduates of the program are awarded an Associate of Applied Science degree and are eligible to write the American Registry of Radiologic Technology (ARRT) examination.

### **Legal Limitations** for Employment as a RT:

According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

### **MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements.
- be a high school graduate or have a satisfactory GED score.
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) if entering college for the first time **OR** a minimum ACT score of 16 to 17 (12 to 14 if taken before October 28, 1989) and have completed at least 12 semester hours with a “C” average or better in courses approved by the RT program.
- submit a signed, notarized Healthcare Criminal History Background Affidavit.
- take the entrance test at the applicant’s own expense.

### PROCEDURE:

Applicants must have the following documents on file in the Health Sciences office by April 1 to be considered for admission to the Radiologic Technology Program:

- MDCC application for admission or readmission
- MDCC application to the Radiologic Technology Program
- An official high school transcript from an approved high school or GED equivalency score, if not previously enrolled in college
- An official college transcript for any college work that has been completed
- ACT score
- Signed, notarized Healthcare Criminal History Background Affidavit
- Entrance test scores
- Personal/Work reference

Students are encouraged to submit all parts of the application well in advance of the deadline. **Incomplete applications will not be reviewed for admission.**

### SELECTION:

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes ACT scores, GPA, entrance test scores, performance on core courses, and reference submitted in a timely manner. All documents must be submitted in a timely manner. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by letter of their acceptance or non-acceptance to the program. The acceptance letter will include specific instructions regarding all requirements that must be completed prior to August admission. These requirements are listed below:

- completion of Anatomy & Physiology I (BIO 2513/2511) and Anatomy & Physiology II (BIO 2523/2521) with a grade of “C” or better during the summer session or regular session prior to admission to the RT program
- completion of Fundamentals of Radiology (RGT 1213) with a grade of “C” or better during the summer session or regular session prior to admission to the RT Program
- satisfactory completion of First Aid CPR (HPR 2211) taught during the summer
- satisfactory completion of Math 1102 during the summer based on entrance test score.
- satisfactory background check (see Policy on Admission to Health Science Program)
- health evaluation form completed by a physician or nurse practitioner
- proof of current immunizations including, but not limited to Hepatitis-B vaccination, Tdap booster, and TB skin test
- acceptable pre-admission drug screen
- attendance in pre-admission orientation

### STUDENT RESPONSIBILITIES:

Students who are accepted into the program must:

- attend a Health Science orientation session.
- be aware that, in addition to the regular college fees, Radiologic Technology students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B

vaccination series, national and state certification examination fees and registry review seminars.

- be responsible for their own transportation to the college campus and clinical agencies.

Female applicants are encouraged to read the pregnancy policy:

### **PREGNANCY POLICY**

Female students who become pregnant or suspect pregnancy are encouraged by the National Council on Radiation Protection and Measurements (NCRP) to notify the Program Director or Instructor **immediately!** Notification must be made in writing. A student has the right to not declare her pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, she also has the right to undeclare her pregnancy at any time. This is in accordance with Federal and State laws. Confidentiality is assured if necessary.

Students who have declared the pregnancy will receive counseling concerning continuation of studies during pregnancy. Pregnancy is **not** grounds for dismissal, but radiation exposure must be limited during this time for the protection of the fetus. Radiation overdose in the first trimester has been known to cause birth defects and health problems. This is of utmost importance to the health of the unborn child. The radiation dose to the expectant mother (and fetus) must not exceed 0.5 rem during the entire period of gestation.

Below are the recommendations concerning the student's progression in the program:

- Students in the first semester of the first year of the program may withdraw from the program. They may return at a later date as determined by the student and Program Director.
- Students in the second semester or beyond of the program will be given the option of withdrawing and starting over after the baby is born in the semester in which they withdrew.
- Second year students will be given the option of completing the didactic portion of the program and withdrawing from the clinical courses. Clinical will be resumed as soon as feasible after the baby's birth, but the student must make up clinical days missed in excess of the allowed number clinical days missed. First year students do not have this option because the clinical and didactic classes are too close in correlation.
- Pregnant students who chose not to withdraw from the program must acknowledge in writing having received counseling and assume all risk for possible damage to the unborn fetus. The student will be offered a monitoring device to wear at waist level to monitor fetal exposure during gestation. Readings will be monitored closely by the Program's Radiation Safety Officer. The student will continue in the program and have the option of performing all required procedures or proceed with limitations in fluoroscopy, portables, surgery, etc.

PROGRESSION:

A Radiologic Technology student must maintain a grade of “C” in all RT, mathematics, and science courses to progress in the program. Students who do not maintain a “C” will be dismissed from the program.

READMISSION OR TRANSFER:

Students seeking readmission to the program or transfer credit from another RT program are considered on an individual basis according to the health sciences readmission or transfer policies.

COMPLIANCE STATEMENT:

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Director of Institutional Research and Planning, Stauffer-Wood Administration Building, P. O. Box 668, Moorhead, MS 38761, 662-246-6558.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY  
Rating Scale for Admission

	Score		Point Scale	Points Earned
<b>ACT score</b>		16-17	½	
		18-19	2	
		20-22	3	
		23-24	4	
		25->	5	
<b>Cumulative Grade Point Average</b> (Transcript)				
<b>RAD Pre/Co Req Grade Point Average</b> (Based on 9 hours or more)		3.0 - 3.49	1	
		3.5 or >	2	
<b>RAD Pre/Co-Requisite Credit Hours</b> Including in progress courses		10-17	½	
		18-25	1	
		26-34	1 ½	
<b>TEAS Scores</b>				
Composite Score		58.7% or >	1	
Reading		69% or >	1	
Math		66.7% or >	1	
<b>Reference</b>				
Positive	No <input type="checkbox"/>		0	
	Yes <input type="checkbox"/>		1	
			<b>TOTAL SCORE</b>	



MISSISSIPPI DELTA COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY

Performance Standards

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor standards for successful radiologic technology program completion. Reasonable accommodations will be examined in accordance with the Americans With Disabilities Act (ADA) Any disability must be declared at the beginning of the program, if no disability is declared the student will be expected to perform at the same standard expected of all students in the program.

In order to successfully complete the radiology program the student must be able to do the following:

**Essential Observation Standards**

**The RT student must be able to:**

- Observe clinical and laboratory demonstrations of patients being x-rayed for pathological conditions
- Read and comprehend text, numbers, and graphs displayed in print and on a computer monitor
- Display visual and tactile ability sufficient to safely assess and care for patients

**Essential Movement Standards**

**The RT student must be able to:**

- Move freely and safely about the radiology department
- Reach radiology bench tops and shelves, patients lying in hospital beds or patients seated in wheelchairs
- Travel to numerous x-ray rooms for practical experience
- Perform moderately taxing continuous physical work, often requiring prolonged standing
- Maneuver stationary and mobile radiology equipment safely performing x-rays on patients
- Adjust exposure factors to produce quality radiographs with minimal patient exposure
- Use an electronic keyboard to operate radiology instruments and to calculate exposure to patients
- Maneuver portable and C-arm equipment throughout the hospital

**Essential Communication Standards**

**The RT student must be able to:**

- Read and comprehend technical and professional materials
- Follow verbal and written instructions in order to correctly and independently perform radiology procedures
- Clearly instruct patients prior to x-ray procedure
- Effectively, confidentially, and sensitively converse with patients regarding radiology tests

- Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format
- Independently prepare patient history prior to radiology examinations

### **Essential Intellectual Standards**

#### **The RT student must be able to:**

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, and self-expression
- Be able to exercise sufficient judgment to recognize and correct performance

### **Essential Behavioral Standards**

#### **The RT student must:**

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks with realistic constraints
- Possess the emotional stability necessary to effectively employ intellect and exercise appropriate judgment
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty and a distracting environment
- Be flexible and creative and adapt to professional and technical change
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals
- Adapt to working with unpleasant odors
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care
- Be honest, compassionate, ethical and responsible

The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve. The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

## Radiologic Technology Checklist

REQ	Required Courses:	Prev. Taken	FALL	SPRING	SUMMER	FALL	SPRING
*BIO 2513	Anatomy & Physiology I (3 hrs)	BIO 2513	X	X	X	X	X
*BIO 2511	A & P I Lab (1 hr)	BIO 2511	X	X	X	X	X
*BIO 2523	Anatomy & Physiology II (3 hrs)	BIO 2523	X	X	X	X	X
*BIO 2521	A & P II Lab (1 hr)	BIO 2521	X	X	X	X	X
*RGT 1213	Fund of Radiology (3 hrs)	RGT 1213	X	X	X	X	X
RGT 1114	Clinical Education I (4 hrs)		RGT 1114				
RGT 1223	PT Care in Radiology (3 hrs)		RGT 1223				
RGT 1312	Principles of Rad Protection ( 2 hrs)		RGT 1312				
RGT 1413	Imaging Principles ( 3 hrs)		RGT 1413				
RGT 1513	Radiographic Procedures I (3 hrs)		RGT 1513				
MAT 1313	College Algebra (3 hrs)		MAT 1313				
RGT 1523	Radiographic Proc II (3 hrs)			RGT 1523			
RGT 1124	Clinical Education II (4 hrs)			RGT 1124			
RGT 1613	Physics of Imaging Equip (3 hrs)			RGT 1613			
RGT 1423	Digital Imaging (3 hrs)			RGT 1423			
ENG 1113	English Composition I (3 hrs)			ENG 1113			
RGT 1139	Clinical Education III (9 hrs)				RGT 1139		
RGT 2147	Clinical Education IV (7 hrs)					RGT 2147	
RGT 2911	Radiation Biology (1 hr)					RGT 2911	
RGT 2532	Radiographic Procedures III (2 hrs)					RGT 2532	
RGT 2132	Ethical & Legal Responsibilities (2 hrs)					RGT 2132	
	Social/Behavioral Science Elective					Elective	
	ART/MUS Appreciation or History Elective (3 hrs)					Elective	
RGT 2157	Clinical Education V (7 hrs)						RGT 2157
RGT 2921	Radiographic Pathology (1 hr)						RGT 2921
RGT 2542	Radiologic Procedures IV (2 hrs)						RGT 2542
RGT 2933	Certification Fundamentals (3 hrs)						RGT 2933
SPT 1113	Public Speaking I (3 hrs)						SPT 1113
<b>APPROVED ELECTIVES:</b>							
TAH 1113	Medical Terms in Allied Health (3 hrs)						
ENG 1123	English Composition II (3 hrs)						
<b>Fine Arts:</b>							
ART 1113	Art Appreciation OR						
MUS 1113	Music Appreciation (3 hrs)						
<b>Humanities:</b>							
HIS	History (3 hrs)						
ENG	Literature (3 hrs)						
MFL	Modern Foreign Language (3 hrs)						
PHI	Philosophy (3 hrs)						
PSY	Gen Psychology (3 hrs)						
SOC	Sociology or other Behavioral Science (3 hrs)						
<b>ELECTIVES OFFERED BY THE PROGRAM</b>							
RGT 2123	Sectional Anatomy (3 hrs)				RGT 2123		
RGT 2133	Computed Tomography (3 hrs)					RGT 2133	
RGT 2113	Mammography						RGT 2113
<b>Total Hours</b>	<b>88</b>	<b>11</b>	<b>18</b>	<b>16</b>	<b>9</b>	<b>18</b>	<b>16</b>
<b>Advisor Initials:</b>							
<b>Date:</b>							

\*Required Prerequisites.

An Associate in Applied Science degree will be awarded upon completion of not less than eighty-eight hours of credit with a minimum cumulative grade point average of 2.00. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements. (Rev. 05-12)

## HEALTH SCIENCE PROGRAMS

### COURSE DESCRIPTIONS

#### Mississippi Virtual Community College

Mississippi Delta Community College participates in the consortium known as the Mississippi Virtual Community College (MSVCC). Students may take online courses through the MSVCC that may not be taught through MDCC in the traditional manner. Only those courses taught in the traditional format through MDCC are included in the College Catalog/Student Handbook. For a complete course listing of online classed through MSVCC go to <http://sbcjweb.sbcjc.cc.ms.us/MsvccVisitor/>.

**TAH 1113. MEDICAL TERMS IN ALLIED HEALTH.** General medical terminology applicable to students seeking a career in allied health. Work structure, pronunciation and application of medical terms and systems of the body are presented in this class. This class would be taught online through the MSVCC in addition to the traditional manner.

SCH 3: Lecture 3 hours

### ASSOCIATE DEGREE NURSING

Nursing courses are offered only to majors and must be taken in sequence. Instructional methods include group discussion, lectures, demonstrations and return demonstrations, audio-visual aides, role-playing, and individual student presentations. Clinical learning experiences are scheduled in a variety of health care agencies throughout the community. Clinical hours are computed using a ratio of 3 lab hours to equal one class hour.

**NUR 1119. NURSING I.** Nursing I is a fundamental course designed to provide the beginning foundation for nursing practice. The basic concepts, which underline the practice of nursing and problem solving through the use of the nursing process, are explored. Campus lab and clinical experiences provide the opportunity for students to begin to develop critical thinking, communication, and psychomotor skills necessary for safe nursing care of patients who have health problems related to the fulfillment of their basic needs.

Prerequisites: BIO 2513/2511 & BIO 2523/2521

SCH 9: Lecture 6 hours, clinical 9 hours.

**NUR 1129. NURSING II.** Nursing II focuses on the utilization of the nursing process to provide nursing care through critical thinking for persons who have interferences with nutrition and elimination, oxygenation, mobility, and psychological needs. Emphasis is on health and illness as they relate to these basic needs. Concepts introduced in Nursing I are reinforced. Clinical experiences provide opportunities for students to utilize critical thinking skills as they perform safe, effective nursing care.

Prerequisite: NUR 1119

SCH 9: Lecture 5 hours, clinical 12 hours.

**NUR 1321 PRE-NURSING SEMINAR II.** This elective course is designed to provide the pre-nursing student with an overview of the nursing school experience. The student will actively participate to explore the realities of nursing school. The student will participate in activities to aid in the development of coping skills for success in nursing school.

SCH 1: Lecture 1 hour

**NUR 2119. NURSING III.** Nursing III focuses on normal and interferences with psychosocial needs and neuronal needs of persons. It also focuses on maternity and newborn nursing concepts. Current trends and legal aspects of nursing are studied as they relate to health and illness of persons and family members. The concepts of previous nursing courses are reinforced. Hospital and community clinical experiences provide the opportunity for students to incorporate the physical, safety, psychosocial, and cultural needs of persons when providing care. Emphasis is placed on the application of the nursing process while providing safe, effective nursing care.

Prerequisite: NUR 1129

SCH 9: Lecture 5 hours, clinical 12 hours.

**NUR 2120. NURSING IV.** Nursing IV focuses on growth and development and nursing care of persons from infancy to adulthood who have interferences with hormonal, fluid and electrolytes, and psychosocial basic needs. It also focuses on the principles of managing client care. Historical events, their contribution to health care, and current issues and trends that influence the nursing profession and health care are reviewed. The concepts of previous nursing courses are reinforced. Clinical experiences provide opportunities for students to provide safe, effective nursing care while working with other health team members. Principles of communication, organization, management of client care and legal and ethical implications are emphasized.

Prerequisite: NUR 2119;

SCH 10: Lecture 6 hours, clinical 12 hours.

**NUR 2211. NURSING REVIEW I.** Nursing Review I focuses on the review and reinforcement of essential nursing content introduced in NUR 1119 and NUR 1129. Study techniques to aid in mastery of nursing content are explored. Test taking skills and nursing content are reviewed through the use of computer based multiple choice testing.

SCH 1: Lecture 1 hour

**NUR 2221. NURSING REVIEW II.** Nursing Review II focuses on the review and reinforcement of essential nursing content introduced in NUR 1119, NUR 1129, NUR 2119, and NUR 2120. Study techniques to aid in mastery of nursing content are explored. Test taking skills and nursing content are reviewed through the use of computer based multiple choice testing.

SCH 1: Lecture 1 hour.

**NUR 1313, NUR 1323, NUR 2313, NUR 2321. NURSING SEMINAR.** Each course is designed to enhance the student's understanding of a variety of special topics that are of importance in the practice of nursing. Students become actively involved in the learning process by choosing topics of interest and providing information for group discussion through a variety of methods. Through the utilization of independent study and small group interaction students are assisted to develop self directed behaviors and professional attitudes.

SCH 3/1: Lecture 3 hours, 1 hour, respectively.

**NUR 2323. NURSING EXTERNSHIP.** The externship course is designed to provide nursing students with an opportunity to acquire additional knowledge and enhance their skills in the practice of nursing under the direct supervision of a preceptor while earning monetary compensation. The program is designed to provide the student with an opportunity to gain experience in clinical practice in a particular area in preparation for transition from the role of nursing student to the role of registered nurse.

Prerequisites- NUR 1119 and NUR 1129.

SCH 3: Clinical, 40 hours per week or as clinical agency requires.

## DENTAL HYGIENE TECHNOLOGY

**DHT 1115 FUNDAMENTALS OF DENTAL HYGIENE.** This course will provide the dental hygiene student with the fundamental knowledge and skills necessary for interaction with clients. The lecture portion will focus on the history, philosophy, and theories relevant to the profession of dental hygiene. Lecture highlights will include discussion of the latest health care settings, trends, and approaches to comprehensive care. The preclinical portion will provide the student with opportunities for the development of psychomotor skills and opportunities for interaction with clients, which will provide emphasis on trust, care, and responsibility as part of becoming a professional.

SCH 5: Lecture 2 hours, Laboratory 6 hours

**DHT 1212 DENTAL ANATOMY.** A study of the morphological characteristics of the teeth and supporting structures.

SCH 2: Lecture 2 hours

**DHT 1222 HEAD AND NECK ANATOMY.** A detailed study of skeletal, muscular, vascular, and neural features of the face, head, and neck.

SCH 2: Lecture 2 hours

**DHT 1232 ORAL HISTOLOGY AND EMBRYOLOGY.** The microscopic structure and development of types of cells, tissues, and organs of the human body. Also given is a survey of the elements of embryology emphasizing the area of the head and neck, as related to the development of the dental arches, salivary glands, buccal mucosa, pharynx, and tongue.

Pre/Corequisites: Dental Anatomy (DHT 1212) and Head & Neck Anatomy (DHT 1222)

SCH 2: Lecture 2 hours

**DHT 1314 DENTAL RADIOLOGY.** This course involves a broad scope of study of radiology and its use by the dentist as a diagnostic aid. Also covered are techniques for making radiographs with safety for hygienist and patient, the processing and mounting of exposed film and their interpretation, and study of anatomical landmarks evident in periapical films.

SCH 4: Lecture 3 hours; Laboratory 2 hours

**DHT 1416 CLINICAL DENTAL HYGIENE I.** The student will apply the principles and techniques learned from previous didactic and preclinical experiences.

Prerequisites: Fundamentals of Dental Hygiene (DHT 1115)

SCH 6: Lecture 2 hours; Clinical 12 hours

**DHT 1512 PERIODONTICS.** An in-depth study of the supporting structures of the teeth is covered in this course. Also included is a clinical and theoretical understanding of their conditions in good health as well as their reaction to bacterial invasion in disease of varying etiology. The theory of clinical application to the management of the advanced periodontal patient to maintain a healthy and functional dental prosthesis is also studied. Pre /Corequisites: Oral Histology and Embryology (DHT 1232) and Dental Anatomy (DHT 1212)

SCH 2: Lecture 2 hours

**DHT 1911 DENTAL HYGIENE SEMINAR I .** This course provides the student with the opportunity to discuss managing dental office emergencies and professional development.

SCH 1: Lecture 1 hour

**DHT 1921 DENTAL HYGIENE SEMINAR II**. This course provides the student with the opportunity to discuss patient care and treatment plans and professional development.

Prerequisites: Dental Hygiene Seminar I (DHT 1911)

SCH 1: Lecture 1 hour

**DHT 2233 GENERAL ORAL PATHOLOGY**. A study of the etiology and symptomatology of the pathological conditions affecting the head and neck with emphasis on the oral cavity.

Prerequisites: Dental Anatomy (DHT 1212), Head and Neck Anatomy (DHT 1222), Oral Histology and Embryology (DHT 1232)

SCH 3: Lecture 3 hours

**DHT 2426 CLINICAL DENTAL HYGIENE II**. Continuation of the principles and techniques involved in the practice of dental hygiene. Emphasis will be on theoretical background needed to provide advanced clinical skills. Clinical experiences will focus on treatment of clients with moderate to advanced periodontal disease.

Prerequisites: Periodontics (DHT 1512) and Clinical Dental Hygiene I (DHT 1416)

SCH 6: Lecture 2 hours, Clinical 12 hours

**DHT 2436 CLINICAL DENTAL HYGIENE III**. A culmination of practice and the clinical procedures and theoretical knowledge needed to provide preventive, interceptive, and definitive dental hygiene treatment.

Prerequisites: Clinical Dental Hygiene II (DHT 2426)

SCH 6: Lecture 2 hours, Clinical 12 hours

**DHT 2613 DENTAL HYGIENE MATERIALS**. Study of materials used in dentistry, their physical and chemical properties, and proper manipulation as used in the operator and laboratory.

SCH 3: Lecture 2 hours, Laboratory 2 hours

**DHT 2712 DENTAL PHARMACOLOGY**. This course gives a basic introduction to drug actions, their mechanisms, and the reactions of the body to these drugs. Special emphasis is given to the drugs used in the modern dental office including emergency procedures.

SCH 2: Lecture 2 hours

**DHT 2813 COMMUNITY DENTAL HEALTH**. This course provides an introduction to preventive dentistry as administered on federal, state, and local levels through official and voluntary health agencies. Supervised field experience gives an opportunity to observe and participate in some phases of community and school dental health programs. Corequisites: Clinical Dental Hygiene III DHT 2436

SCH 3: Lecture 2 hours, Clinical 3 hours

**DHT 2922 DENTAL ETHICS and LAW**. Focus on the ethical and legal aspects of providing dental health care.

**DHT 2931 DENTAL HYGIENE SEMINAR III**. This course provides the student with the opportunity to discuss dental disciplines and professional development.

Prerequisites: Dental Hygiene Seminar II (DHT 1921)

SCH 1: Lecture 1 hour

**DHT 2941 DENTAL HYGIENE SEMINAR IV**. This course provides the student the opportunity to discuss the written registry exam, the clinical simulation exam format, and professional development.

Prerequisites: Dental Hygiene Seminar III (DHT 2931)

SCH 1: Lecture 1 hour

## **HEALTH CARE (NURSE) ASSISTANT (HCA)**

**HCA 1115. BASIC HEALTH CARE ASSISTING.** This course includes orientation to program policies, developing employability and job seeking skills, applying legal aspects of health care, applying safety considerations, communication and observation skills, medical terminology, and basic health care procedures.

Pre/Co requisites: HCA 1125, HCA 1214, HCA 1312

SCH 5: Lecture 2 hours, laboratory 4 hours, clinical 3 hours

**HCA 1125. SPECIAL CARE PROCEDURES.** This course includes specialized procedures for admitting, transferring, and discharging clients; assisting with diagnostic procedures; assisting with treatments; assisting with elimination needs of clients; assisting in meeting hydration and nutritional needs of the client; basic emergency procedures to include CPR/first aid; and basic knowledge and skills required to care for the long-term-care resident. Safety is emphasized throughout each procedure.

Pre/Co requisites: HCA 1115, HCA 1214, HCA 1312.

SCH 5: Lecture 2 hours, laboratory 2 hours, clinical 6 hours

**HCA 1214. BODY STRUCTURE AND FUNCTION.** This course includes study of the structure, function, common disorders, and normal aging-related changes of the integumentary, musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and sensory systems; stages of human growth and development; and nutritional needs through the life cycle.

Pre/Co requisites: HCA 1115, HCA 1125, HCA 1312

SCH 4: Lecture 3 hours, laboratory 2 hours

**HCA 1312. HOME HEALTH AIDE AND HOMEMAKER SERVICES.** This course includes basic knowledge and skills required to care for the homebound client; and basic knowledge and skills required to provide homemaker services.

Pre/Co requisites: HCA 1115, HCA 1125, HCA 1214.

SCH 2: Lecture 1 hour, laboratory 2 hours

## **MEDICAL LABORATORY TECHNOLOGY (MLT)**

**MLT 1112. FUNDAMENTALS OF MEDICAL LABORATORY TECHNOLOGY/PHLEBOTOMY.** Includes an overview of the field of Medical Laboratory Technology, familiarization with laboratory safety, microscopes, glassware, and equipment. Includes laboratory organization, medical ethics, and employment opportunities. Basic laboratory specimen collection techniques are introduced.

SCH 2: Lecture 1 hour, laboratory 2 hours

**MLT 1212. URINALYSIS/BODY FLUIDS.** Introduction to urinalysis and laboratory analysis of miscellaneous body fluids. Basic principles of routine and special urine tests, specimen examination through laboratory work. Theory and test profiles presented for miscellaneous body fluids with correlation to disease states.

SCH 2: Lecture 1 hour, laboratory 2 hours

**MLT 1313. HEMATOLOGY I.** A study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells, and blood collection and handling.

SCH 3: Lecture 2 hours, laboratory 2 hours



**MLT 1324. HEMATOLOGY II.** The study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy. Prerequisites: Hematology (MLT 1313)  
SCH 4: Lecture 2 hours, laboratory 4 hours

**MLT 1413. IMMUNOLOGY/SEROLOGY.** Basic principles of serology/immunology; theory and performance of routine serology tests.  
SCH 3: Lecture 2 hours, laboratory 2 hours

**MLT 1515. CLINICAL CHEMISTRY.** Study of human biochemistry as an aid in the diagnosis of disease processes. Chemistry procedures performed on body fluids for aiding in diagnosis of disease processes. Prerequisite: Approved Chemistry Elective.  
SCH 5: Lecture 3 hours, laboratory 4 hours

**MLT 2424. IMMUNOHEMATOLOGY.** Collection, processing, storage, and utilization of blood components. Study of immunological principles and procedures for blood typing, cross matching, antibody detection, identification, and investigation of hemolytic disease of the newborn. Prerequisite: Immunology/Serology (MLT 1413).  
SCH 4: Lecture 2 hours, laboratory 4 hours

**MLT 2512. PARASITOLOGY.** This course covers the morphology, physiology, life cycles, and epidemiology of parasites of animals with emphasis on human pathogenic parasites. Identification of the parasites from human material is also included.  
SCH 2: Lecture 1 hour, laboratory 2 hours

**MLT 2614. PATHOGENIC MICROBIOLOGY.** Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotic and other drugs. Prerequisite: Microbiology BIO 2923/2921  
SCH 4: Lecture 2 hours, laboratory 4 hours

**MLT 2723. CERTIFICATION FUNDAMENTALS FOR MEDICAL LABORATORY TECHNOLOGY.** This course is an in-depth study and review of material covered in the MLT curriculum. It is designed to prepare the student for the national registry/certification exam. Prerequisite: MLT core courses  
SCH 3: Lecture 3 hours

**MLT 2916, MLT 2926, MLT 2936. CLINICAL PRACTICE I, II, III.** This course includes clinical practice and didactic instruction in a clinical affiliate. Areas covered are hematology, clinical chemistry, immunohematology, urinalysis, microbiology, coagulation, and serology.  
Prerequisites: Completion of all didactic MLT courses.  
SCH 6:18 hour clinical for each Clinical practice.

## **PHLEBOTOMY TECHNICIAN**

**PBT 1113. PHLEBOTOMY.** The course includes an overview of the health care delivery system with emphasis on the laboratory and phlebotomy. It includes basic medical terminology, safety, and medical ethics. Basic anatomy and physiology, phlebotomy and dermal puncture techniques, special collections, arterial puncture, and quality assurance are included.

SCH 3: Lecture 2 hours, laboratory 1 hour

**PBT 1122. PHLEBOTOMY PRACTICUM.** Required co-requisite for PBT 1113. Clinical practicum to be completed in an affiliated hospital. Requires successful performance of 100 venipunctures and 25 skin punctures. This course may be waived for those who have documented evidence of 6 months phlebotomy experience in a full service hospital within the past 5 years.

SCH 2: 120 clock hours

## **RADIOLOGIC TECHNOLOGY (RADIOGRAPHY)**

**RGT 1114. CLINICAL EDUCATION I.** This course includes clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, operation of equipment and radiologic procedures.

SCH 4: 12-hr clinical

**RGT 1124. CLINICAL EDUCATION II.** This course involves clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment and radiologic procedures.

SCH 4: 12-hr clinical

**RGT 1139. CLINICAL EDUCATION III.** This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment and radiologic procedure.

SCH 9: 27-hr clinical

**RGT 1213. FUNDAMENTALS OF RADIOGRAPHY.** This course is an introduction to Radiologic Technology including professional, departmental, and historical aspects. Included are terminology, medical ethics and fundamental legal responsibilities.

SCH 3: Lecture 3 hours

**RGT 1223. PATIENT CARE IN RADIOGRAPHY.** This course will provide the student with the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified. Prerequisite: Core courses as scheduled.

SCH 3: Lecture 2 hours, laboratory 2 hours

**RGT 1312. PRINCIPLES OF RADIATION PROTECTION.** This course is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated.

SCH 2: Lecture 2 hours

**RGT 1413. IMAGING PRINCIPLES.** This course is a study of the principles involving manipulation of factors controlling and influencing exposure and radiographic quality. Included are the prime factors of radiographic exposure, beam limiting devices, filtration, production and control of scatter and secondary radiation, exposure systems, technical conversions, and problem solving. This course presents an introduction to film processing including darkroom design and equipment. Included are chemistry of developing solutions, procedures of general maintenance, quality control, and silver recovery methods.

SCH 3: Lecture 2 hours, Laboratory 2 hours

**RGT 1423. DIGITAL IMAGING.** This course is designed to impart an understanding of the components, principles, and operation of digital imaging systems found in diagnostic radiology. Included are factors that impact image acquisition, display, archiving, and retrieval. In addition, principles of digital system quality assurance and maintenance are introduced along with guidelines for selecting exposure factors and evaluating images within a digital system to assist students to bridge between film-based and digital imaging systems.

SCH 3: Lecture 2 hours, Laboratory 2 hours

**RGT 1513. RADIOGRAPHIC PROCEDURES I.** This course includes terminology, principles, and procedures involved in routine radiographic positioning for demonstration of the chest, abdomen, upper extremities and digestive system. Included is a review of radiographic anatomy on each procedure.

SCH 3: Lecture 2 hours, laboratory 2 hours

**RGT 1523. RADIOGRAPHIC PROCEDURES II.** This course includes principles and procedures involved in the radiographic positioning of the spinal column, pelvic girdle, lower extremities, bony thorax and mobile and trauma radiographic procedures. Included is a review of radiographic anatomy on each procedure. Prerequisite: Radiographic Procedures I (RGT 1513).

SCH 3: Lecture 2 hours, laboratory 2 hours

**RGT 1613. PHYSICS OF IMAGING EQUIPMENT.** This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile, tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control. Computer applications in the radiologic sciences related to image capture, display, storage and distribution are present.

SCH 3: Lecture 3 hours

**RGT 2113 MAMMOGRAPHY**– This course is designed to provide the professional community with a cognitive online base of entry-level education in the practice of Mammography.

SCH 3: Lecture 2 hours, Laboratory 2 hours

**RGT 2123 SECTION ANATOMY**-- This course is designed to study human sectional anatomy including location, structure, and function, as well as relationships among structures. Radiographs, CT images, and MRI images may be used to demonstrate the characteristic appearance of anatomic structures.

SCH 3: Lecture 3 hours

Course Prerequisite Numbers: Bio 2513 & Bio 2511, Bio 2523 & Bio 2521

Course Prerequisite Name: A&P I & A&P II

**RGT 2132. ETHICAL & LEGAL RESPONSIBILITIES.** Legal terminology, concepts and principles will be presented in this course. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. This course will prepare students to better understand their patient, the patient's family and professional peers through comparison of diverse populations based on their value system, cultural and ethnic influences, communication styles, socio-economic influences, health risks and life stages.

Prerequisites: All core courses as scheduled.

SCH 2: Lecture 2 hours

**RGT 2133 COMPUTED TOMOGRAPHY--** This course is designed to explore the technical principles of CT. A review of patient care, contrast media, and adverse reactions, common CT procedures and protocols, image characteristics, and image quality control methods are taught.

SCH 3: Lecture 3 hours

Course Prerequisite Number: RGT 2123

Course Prerequisite Name: Sectional Anatomy

**RGT 2147. CLINICAL EDUCATION IV.** This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Prerequisites: All core courses as scheduled.

SCH 7: 21-hr clinical

**RGT 2157. CLINICAL EDUCATION V.** This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment and radiologic procedures.

SCH 7: 21-hr clinical

**RGT 2532. RADIOGRAPHIC PROCEDURES III.** This course includes principles and procedures involved in radiographic positioning of the entire cranium and facial bones. Included is a review of radiographic anatomy on each procedure. Prerequisites: Radiographic Procedures II (RGT 1523)

SCH 3: Lecture 2 hours, Laboratory 2 hours

**RGT 2542. RADIOGRAPHIC PROCEDURES IV.** This course is a study of special radiographic procedures that utilizes sterile techniques and/or specialized equipment. It also includes basic concepts of pharmacology. In addition, it also includes principles and procedure involved in radiographic positioning of the reproductive system.

SCH 2: Lecture 2 hours

**RGT 2911. RADIATION BIOLOGY.** This course is a study of the biological effects of radiation upon living matter. It includes genetic and somatic effects.

SCH 1: Lecture 1 hour

**RGT 2921. RADIATION PATHOLOGY.** This course is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management of alterations in body systems will be presented.

SCH 1: Lecture 1 hour

**RGT 2933. CERTIFICATION FUNDAMENTALS.** This course is designed to correlate scientific components of radiography to entry-level knowledge required by the profession.

SCH 3: Lecture 3 hours

### **PRACTICAL NURSING (PNV)**

**PNV 1213. BODY STRUCTURE AND FUNCTION.** This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing.

SCH 3 : Lecture 3 hours.

**PNV 1443. NURSING FUNDAMENTALS AND CLINICAL.** This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span, as well as demonstration and supervised practice of the fundamental skills related to practical nursing.

SCH 13: Lecture 6 hours, Laboratory 10 hours, clinical 6 hours.

**PNV 1524 IV THERAPY AND PHARMACOLOGY.** This course provides the student with principles of IV therapy and pharmacology. Principles covered in the course include the administration of medication, administration of IV fluids, and administration of IV medications included in the scope of practice for the practical nurse. The expanded role of IV therapy included in this course is in accordance with the Mississippi Nursing Practice Law and Administrative Code.

SCH 4: 3 hours lecture, 2 hours lab.

**PNV 1682. ADULT HEALTH NURSING CONCEPTS AND CLINICAL.** This course is designed to provide the student with the basic theory and clinical experiences needed to provide safe, effective care to the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems and the knowledge to prepare for the role transition from student to practical nurse.

SCH 16: Lecture 8 hours, Clinical 12 hours.

**PNV 1728 SPECIALTY AREAS IN NURSING.** This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intrapartum, and postpartum periods as well as infancy through adolescence. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental, and social well-being of the client and family experiencing a mental health alteration.

SCH 8: Lecture 7.33, Clinical 2.

**PNV 1914. NURSING TRANSITION.** This course prepares the student for role transition and the National Council Licensure Examination (NCLEX-PN). SCH 4: Lecture 3 hour, clinical 3 hours.

## **EMERGENCY MEDICAL TECHNICIAN**

**EMS 1118. EMERGENCY MEDICAL TECHNICIAN.** This course provides instruction in basic life support care of sick and injured persons. This includes airway assessment, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care patients exposed to heat, cold, radiation, or contagious disease.

SCH 8: Lecture 5 hours, clinical 3 hours, lab 4 hours

## **Health Science Programs**

### **Associate of Applied Science Degree**

The degrees of Associate of Applied Science will be awarded to those who complete the prescribed curriculum in the following: Associate Degree Nursing, Dental Hygiene, Medical Laboratory Technology, and Radiologic Technology (Radiology). The curriculum must include no less than sixty-two semester hours. A minimum cumulative grade point average of 2.00 is required for graduation.

The Program must include a minimum core of 15 semester hours of general education courses including three hours in each of the following areas:

<b>Course</b>	<b>Semester Hours</b>
Eng 1113 Comp I	3
Oral Communications	3
Mathematics/Natural Sciences	3
Humanities/Fine Arts	3
Social/Behavioral Sciences	3

Electives:

Humanities:	history or literature
Laboratory Science:	biology, chemistry, physics, or physical science
Fine Arts:	art appreciation or music appreciation
Social/Behavioral Science:	economics, geography, political science, psychology, sociology

### **REQUIREMENTS FOR GRADUATION**

Students expecting to graduate from Mississippi Delta Community College must file an application for graduation with the Director of Admissions by the deadline announced by the Office of Admissions.

Candidates for graduation may follow one of three programs, a course of study leading to a degree of Associate of Arts (AA), a degree of Associate of Applied Science (AAS), or a Certificate. Students who complete degree requirements online at MDCC through the Mississippi Virtual Community College consortium must meet the same requirements listed for graduation.

The candidates must spend the semester immediately preceding the date of graduation in residence and earn a cumulative grade point of 2.00 to graduate. Transfer students must complete at least one-half of the number of hours required for graduation and earn a quality point average of 2.0 during this period of residence at MDCC. Developmental courses taken at MDCC or at another institution are not counted for meeting degree

requirements at MDCC. Credit awarded for CLEP or Advanced Placement does not count toward meeting residency requirements.

Students receiving the Associate of Arts Degree (A.A.) must complete no less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. The A.A. Degree will be awarded to those in the transfer program who follow the outline as listed in this catalog for their curriculum and complete the Core for the Associate of Arts Degree.

The Associate of Applied Science Degree (A.A.S) will be awarded to those students who complete the prescribed curriculum in each program. The curriculum must include no less than sixty-two semester hours including a minimum core of general education courses. A minimum grade point average of 2.00 in the program of study is required for graduation.

Students receiving a certificate should complete the prescribed curriculum in the program of study as listed in this catalog. A minimum cumulative grade point average of 2.00 in the program of study is required for graduation.



## **HEALTH SCIENCE PROGRAMS**

### **CERTIFICATE OF COMPLETION**

A certificate will be awarded to those who satisfactorily complete one of the following prescribed courses of study: Health Care Assistant, Emergency Medical Technician, Phlebotomy, and Practical Nursing. A minimum cumulative grade point of 2.00 is required for satisfactory completion.

### **REQUIREMENTS FOR GRADUATION**

Students expecting to graduate from Mississippi Delta Community College must file an application for graduation with the Director of Admissions by the deadline announced by the Office of Admissions.

Candidates for graduation may follow one of three programs, a course of study leading to a degree of Associate of Arts (AA), a degree of Associate of Applied Science (AAS), or a Certificate. Students who complete degree requirements online at MDCC through the Mississippi Virtual Community College consortium must meet the same requirements listed for graduation.

The candidates must spend the semester immediately preceding the date of graduation in residence and earn a cumulative grade point of 2.00 to graduate. Transfer students must complete at least one-half of the number of hours required for graduation and earn a quality point average of 2.0 during this period of residence at MDCC. Technical students who are transferring from a Mississippi Community College are to contact the Departmental Division Chair to be accepted for individual consideration. Developmental courses taken at MDCC or at another institution are not counted for meeting degree requirements at MDCC. Credit awarded for CLEP or Advanced Placement does not count toward meeting residency requirements.

Students receiving the Associate of Arts Degree (A.A.) must complete no less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical Education, Band, and Chorus. The A.A. Degree will be awarded to those in the transfer program who follow the outline as listed in this catalog for their curriculum and complete the Core for the Associate of Arts Degree.

The Associate of Applied Science Degree (A.A.S) will be awarded to those students who complete the prescribed curriculum in each program. The curriculum must include no less than sixty-two semester hours including a minimum core of general education courses. A minimum grade point average of 2.00 in the program of study is required for graduation.

Students receiving a certificate should complete the prescribed curriculum in the program of study as listed in this catalog. A minimum cumulative grade point average of 2.00 in the program of study is required for graduation.

## **CHARLES W. CAPPS JR. TECHNOLOGY CENTER FOR WORKFORCE EDUCATION**

The MDCC Charles W. Capps, Jr. Center for Workforce Education is located in Indianola, Mississippi on U.S. Highway 82 midway between Greenwood and Greenville.

Operated by Mississippi Delta Community College, this state-of-the-art facility is a 4.25 million dollar business and industrial training center with 30,000 square feet dedicated to classrooms, computer labs, high-bay industrial process labs, and meeting and catering facilities. The Capps Technology Center provides the Delta area with the newest and best technology training available.

The Capps Center is strategically located at the geographical center of the seven counties service area of Mississippi Delta Community College. Its primary purpose is to focus on the training, education, and skills improvement needs of business and industry within our service area. Our mission is to:

- Provide customized training on demand to new and existing businesses and industries
- Improve the quality of products being produced within these businesses
- Decrease production costs
- Increase flexibility in manufacturing systems
- Increase speed in adapting to change
- Provide consistent and constant improvement of the workforce to increase profitability

Workforce Project Managers work closely with businesses to design and present the type of training that is needed by the client. Training is presented only after extensive collaboration with the client to determine the exact needs of the business and the outcomes expected. A typical training scenario is presented that utilizes both lecture and hands-on work that is relevant to the training being conducted. Our training is conducted using personnel from the business requesting training, college personnel from both academic and vocational/technical areas, and subject area experts from all parts of the country. We select the most qualified instructor that we can secure to present the training. The length of training varies and is dependent upon the scope. Training events are typically highly intense, short duration programs.

The Capps Center arranges and offers the following services for individuals needing training and retraining:

- Pre-employment training for those with no experience in the private enterprise system
- Career Readiness Certificate (CRC) testing – a nationally recognized credential and statewide initiative to document the skills of Mississippi's workforce
- Short-term, intense skills training

For specific industries or firms within the district, we provide:

- Job analysis, testing and curriculum development;
- Development of specific long-range training plans;
- Industry or firm-related pre-employment training;
- Customized skills training;
- Assistance in developing the capacity for Total Quality Management training;
- Technology transfer information and referral services to business of local applications of new research in cooperation with the University Research Center, the state's universities and other laboratories;
- For economic development, a local forum and resource for all local industrial development groups to meet and promote regional economic development.

### **CUSTOMIZED TRAINING**

Customized Training is used to describe training that is unique to a specific business/industry. Workforce Education provides training to meet a wide range of workforce development and/or continuous improvement needs of Delta businesses. Training can literally take any form and can be built around resources available from the business/industry, hardware/software vendors, the college, and/or other sources. Training is normally provided when there is a need to develop, to improve, and/or to enrich skills in order to enhance productivity or because of technological advances. Training can also be provided to prepare individuals for advancements in responsibility or changes in job classification.

Upgrade training and retraining covers a wide array of skill areas and is usually unique for each business. Instruction is designed and structured for delivery at anytime, any day of the week, at almost any location. The majority of the customized, upgrade, and/or retraining coordinated by Workforce Project Managers takes place at the job site. However, classrooms, laboratories, and meeting facilities at the college and Capps Center are available to assist in developing cognitive and psychomotor skills in an academic

environment. Apprenticeships and internships are normally accommodated with a combination of college-based and work-based experiences.

### **FUNDING FOR TRAINING**

Training is on a cost-share basis. The cost of training for a business will depend upon the type and complexity of the training. Once training topics, mode of delivery, content, outcomes, and length of time are determined, the Project Manager will inform the business of the total cost of the training program. The Capps Technology Center's primary funding source is the Mississippi Community College Board, formerly called the State Board for Community and Junior Colleges, along with other governmental entities. Consequently, the training is provided at a drastically reduced cost to the business.

The staff of MDCC's Capps Technology Center appreciates the continued support of our governor, the legislature, and the Mississippi Community College Board to provide funding for our training needs. Through the efforts of Senator Thad Cochran, federal sources have been secured for the high dollar training that equips the Delta's workforce to become globally competitive.

The Charles W. Capps, Jr. Technology Center provides customized training solutions. We invite you to visit us online at [www.thecappscenter.com](http://www.thecappscenter.com).

## **MISSISSIPPI DELTA COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC.**

Mississippi Delta Community College Development Foundation, Inc., a nonprofit corporation, was established in 1989 to promote and support the educational performance of the college. The Development Foundation has qualified under United States Internal Revenue Department regulations for tax exempt status, thus making gifts deductible for income tax purposes.

Contributions, gifts, and bequests are solicited by the Foundation for the advancement of Mississippi Delta Community College as an institution of excellence.

All fundraising efforts for Mississippi Delta Community College and The MDCC Development Foundation, Inc. are to be coordinated by the Executive Director of the Foundation.

## **ALUMNI ASSOCIATION**

The Alumni Association, as a part of the MDCC Development Foundation, Inc., fosters a spirit of loyalty among its members and encourages a close relationship between former students and the college. The growth and development of the college can be attributed to the active leadership provided by members of the association. Graduates, former students, faculty, staff, and friends of the college are eligible for membership in the association. Annual dues are \$10. Life membership is \$250.

If you would like to become a member of the Alumni Association, complete the form found on the website and return it to the MDCC Alumni Association, P.O. Box 710, Moorhead, MS 38761. Checks should be made payable to the MDCC Foundation-Alumni Association.